



GREATER SAN ANTONIO CHAPTER

Policies and Procedures 2025-26 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, as warranted.
- GSAC Officials, who are/or were high school coaches must adhere to the following:

- Any official shall not officiate in games, tournaments or playoffs involving the school where the official coaches.
- Any 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.
- Any 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.
- 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 basketball issues.
 - **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 GSAC complies with its mission, governing documents 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 governing documents.
 - Properly and accurately pays all UIL, TASO, 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 Director.
- 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.
- To avoid potential/perceived conflicts of interest, Dual Members are not eligible to run for any elected GSAC positions.
- 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 per Article I of the GSAC By-Laws.

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 Association of Sports Officials (TASO) and the University Interscholastic League (UIL). TASO and UIL considers such meetings as local clinics and requires participating associations to attend three (3) meetings per year.
- Officials are permitted to be absent from General Membership Meetings under certain circumstances. A **\$10.00** fine can be assessed for any unexcused absence except the following: (1) the member is on official GSAC business; (2) official is working games assigned by GSAC Assignment Team Member; (3) that official/referee is conducting business related to his/her profession or education. Notifications should be made to the appropriate Division Representative and Administrative Secretary.
- 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.
- Voting is a right, privilege, and responsibility of every GSAC members. All GSAC members “In Good Standing” are expected to vote.
- Voting shall be in-person (to include meetings), via email, text, traditional mail, or GSAC virtual meetings.
- An official/member not “In Good Standing” shall NOT vote in any official GSAC election.
- GSAC members/officials shall 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 of the BOD.
 - Parliamentarian may request assistance in counting votes and an “observer” from each division is allowed.

3. Assignments

- All VARSITY ELIGIBLE officials who desire to officiate for GSAC shall satisfy the following requirements:
 - Attend required GSAC/TASO/UIIL clinic(s) each year.
 - Achieve a minimum score of **80** on the NFHS and/or TASO Exam each year.
 - Achieve a minimum score of **90** on the NFHS and/or TASO Exam each year to be eligible for Post Season assignments.
 - Achieve a minimum score of **80** on the NFHS and/or TASO 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.
 - Officials shall attend for the full duration of the scrimmage.

- Scrimmage Waiver Process. There are two circumstances that warrant an approved scrimmage waiver:
 - Travel to scrimmage sites outside of the 90-mile (one way) UIL mileage calculator radius. An official will automatically receive credit for two scrimmages.
 - In cases of emergency and/or emergent situations. Examples include, but are not limited to military service, strict work schedule policy, NCAA schedule conflicts, extended work travel, etc.
- The waiver process: A member shall inform their respective Division Representative and Assignment Team at least two weeks in advance.
- 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.

3.1 Scholastic Assignments

- Once an official is assigned to a division level, a two (2)-year window is provided to perform to expectations.
- All officials shall be encouraged to participate in ALL GSAC’s programs.
- Varsity officials may work Freshman and/or Junior Varsity contests.
- Varsity officials should work a minimum of two (2) Middle School contests as part of the GSAC “Emerging Officials” mentorship goals.
- Officials should utilize the school and league hotline numbers listed in the Arbiter Directory regarding weather related game cancellations.
- For Varsity Games, the Lead Referee should contact schools and inform partners.

4. Test Administration

- An official who does not receive a qualifying score on a test administered by the TASO 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.

5. Fines

- If an official declines or fails to accept a game assignment from the Assignment Team, when showing available in Arbiter, a **\$10** penalty fee will be levied.
- 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 **\$75** for canceling assignments within 48 hours (2 days) of the day of the game. Note: An assignment has not been turned-back until confirmation is received from an Assignment Team Member and assigned Division Representative.
- Officials may be fined up to **\$150** for arriving late to games unless they notify their Division Representative and/or Assignment Team Member of an emergency. Officials should arrive:
 - At least **20** minutes prior to game time for Recreation, Freshman and Middle School assignments.
 - At least **45** minutes prior to game time for JV and Tournaments.
 - At least **1** hour prior to game time for Varsity Assignments.
 - At least **1** hour prior to a Post Season Assignment. Long distance travel; recommend all three officials should arrive at least **1.5** hours prior to the contest.
- When an Assignment Team Member(s) receives a call concerning "no partner," the missing official may be assessed a **\$75** fine for being late unless the official communicated the emergency as prescribed above. Please call the Assignment Team if you anticipate anyone being late to eliminate a replacement being sent.
- Officials may be fined up to **\$150** 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, the original assigned official may lose the right to the game and associated fees.

- Officials may be fined up to **\$200** for a missed assignment without excuse or emergency (game officially assigned and accepted).
- Officials may appeal fine to BOD in a timely manner, providing the details of 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:
 - 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 on partner's status and time frame for your partner or a possible replacement to arrive.
 - Varsity contest: If your partner fails to show, explain the situation to the coaches and begin the Varsity game with one of the JV officials, if the JV official is deemed qualified by the Varsity Referee. If your partner arrives late, he/she should dress and then replace the Junior Varsity official, as applicable.
 - Tournament games (with a follow-on 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 TASO guidelines).
- TASO Official's Emblem worn properly on approved shirts.
- TASO Official's Emblem is optional for contests not sponsored by the TASO.

- Black lanyard and black plastic whistle.
- Approved black jacket with the TASO Emblem positioned over the left side of the chest, the same as the TASO patch on the shirt. **APPROVED JACKETS ARE MANDATORY** for officials assigned to Varsity games. Jackets are to be worn while the officials are on the court observing the pre-game activity and warm-up.
- GSAC is constantly in the eye, therefore, our goal must be to see that the demeanor and dress of all GSAC officials reflect favorably on the 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.

8. Tournaments and Post Season

- Any official rated as “Varsity,” (regardless of assigned division) at the beginning of the scholastic season is eligible for post-season tournament assignments.
- An Alternate official may be assigned, and he/she may 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 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 eligibility criteria set by UIL, TASO, and GSAC.
- The GSAC Executive Board shall ensure that every official selected is compliant with TASO and GSAC member “in good standing” criteria.
- Attend Chapter Meetings as outlined in these GSAC Policies and Procedures.
- Attend the TASO Regional Clinic and/or the GSAC Rules Interpretation Meeting in accordance with NFHS, UIL, TASO or GSAC requirements.
- 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.
- 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.
- Note: Out of State and/or NCAA related camps are acceptable substitutes for the GSAC camp requirement. Please ensure the appropriate division representative and the BOD.

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.

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 physically drives back to home of residence (origin of travel).
- Reimbursement/Payment of Playoff/State Tournament
 - Payments (and specific amounts) shall be made within the guidelines of GSAC BOD, TASO, and UIL.
 - Mileage payment amongst the crew should be communicated and resolved prior to travel. GSAC does not dictate exactly how mileage payments are split, only that the correct amount is charged on game sheets.
- Payment Milestones:
 - TASO New Member Dues: **\$60**
 - TASO Existing Member Dues: **\$60**
 - GSAC Dues: **\$50** (Paid prior to start of Varsity season)
 - GSAC Game Fees: **\$50** (Paid prior to start of Varsity season-pays for first 20 games)
 - Assignment Fees shall be paid in two payments (early payment is acceptable):
 - Payment 1: **\$2.50 per game** (Games before 25 December)
 - **Payment Due:** On/Before 1 January
 - Payment 2: **\$2.50 per game** (Games after 25 December)
 - **Payment Due:** Prior to Post Season
 - Note: Officials failing to meet Payment 1 requirements will not be assigned additional games until payment is received. Failure to meet

Payment 2 requirements will result in no post season assignments and forfeiture of “in good standing” status.

- 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.