

TO BE READ BY ALL TASO MEMBERS

TASO INCIDENT REPORTING PROCEDURES

I. WRITTEN CONTEST REPORTS BY THE OFFICIALS TO THE CHAPTER

A. A written report will be submitted to the officials' chapter not later than 4 days following the contest for:

1. Routine contest site problems (field/court markings)
2. Site safety problems
3. Inadequate dressing facilities
4. Contest support personnel (timers, scorers, chain crews, etc.)
5. School liaison problems

B. Routine problems noted above should be resolved by the chapter in accordance with TASO/ Division policy by a person or committee designated by the chapter Board of Directors.

II. REQUIRED WRITTEN CONTEST REPORTS BY THE OFFICIAL TO TASO

A. The following incidents MUST be reported:

1. Severe verbal abuse
2. Intentional physical contact of officials
3. Ejection of coaches
4. Three or more 15 yard unsportsmanlike penalties to one coach in a game. **(Football Only).**
5. Early termination of the contest or forfeit (other than natural causes)
6. Removal of a fan from the Stadium/Gym Complex for disruptive behavior

B. Each written incident report must be mailed , sent by FAX, E-mailed, or completed on-line at www.taso.org, within 4 calendar days of the contest. The FAX number is 972-329-1588. The e-mail address is webmaster@taso.org, the address is PO Box 851409, Mesquite, Texas, 75185-1409.

C. You may complete an on-line incident report on the web at www.taso.org. The form will be transmitted to both the UIL and the TASO. The reporting official is urged to print a copy for his/her records.

D. **UNDER NO CIRCUMSTANCES WILL OFFICIALS OR CHAPTERS SUBMIT COPIES OF THEIR REPORTS TO SCHOOLS OR COACHES. UNLESS REQUESTED BY THE UIL OR THE OFFICE OF EXECUTIVE DIRECTOR.**

III. SANCTIONS FOR FAILURE TO MAKE REQUIRED REPORTS

A. Failure of an official to file a report on time may be grounds for disciplinary action which includes, but not limited to, a reprimand, fine, probation, suspension or expulsion from membership.

B. Failure of a chapter to insure the required written reports are submitted on time may be grounds for disciplinary action which includes, but not limited to, a reprimand, fine and loss of eligibility of chapter members for playoff assignments. The responsible chapter officer may be subject to disciplinary action which includes, but not limited to, a reprimand, fine, probation, suspension or expulsion from membership.

C. Failure to follow these procedures by any person, chapter or entity shall not prohibit an investigation and subsequent appropriate action involving violations of applicable rules and/or procedures.

D. Violations of these procedures, By-laws, Code of Ethics or other adopted standard operating procedures of the TASO or its Divisions may be investigated, and appropriate action taken, in accordance with the TASO Due Process guidelines.

IV. RESPONSIBILITIES OF OFFICIALS AT EXECUTIVE COMMITTEE HEARINGS

A. The office of Executive Director will notify the officials if the UIL conducts an Executive Committee hearing on the reported incident.

B. Officials should consult with the TASO office in preparing for the Executive Committee hearing.

C. Officials are responsible for being at the Executive Committee hearing on time with copies of their incident report. They should be properly attired (coat, tie, etc. for males)

D. If an official is unable to attend the Executive committee hearing, he should notify the office of the Executive Director immediately.

NOTE: TELEPHONIC REPORTING IS NO LONGER REQUIRED.

EFFECTIVE MARCH 10, 1992

REPORTING PROCEDURES OF THE EXECUTIVE DIRECTOR OF THE TASO

I. In the event the UIL conducts an Executive Committee Hearing on an incident, the office of the Executive Director will notify the officials concerned.

II. The TASO office will assist the officials in preparing for the Executive Committee hearing.

FOR OFFICE USE ONLY: Log Nr: _____ Date Received at TASO: _____

TASO INCIDENT REPORT

This written report will be completed by the official(s) involved and forwarded by fax, mail to TASO, Box 851409, Mesquite TX 75185-1409, Fax (972) 329-1588 to arrive in the TASO Office no later than four calendar days following the incident. E-mail and on-line reports are acceptable. (**No Phone Call is Required**) Failure to submit all required reports within the prescribed time limit could result in sanctions being levied against the officials.

Reporting Officials Name: _____

Sport: _____ Chapter: _____

Work Tel.Nr: _____ Home Tel.Nr. _____

Co-Official(s): _____ / _____ / _____
_____ / _____

Date of Incident: _____ Time: _____

Location: _____

Type of Incident: (**Circle One**) A. Severe Verbal Abuse B. Early Termination of the contest
C. Physical Contact of official D. Ejection of Fan E. Ejection of coach

Home Team: _____ Visiting Team: _____

Team Involved: _____ Coach: _____

Team (**circle**) : Boys / Girls Level (**circle**): Varsity / JV / 10th / 9th / 8th / 7th

Description of the Incident: Each official involved in the incident will write his /her own description and attach it to the report. Use blank pages as required.

Name of Assigned School Administrator: _____

Was School Admin.informed?: Yes/No: _____

Name of Chapter Officer Notified: _____ Position: _____

Signature of Referee/Crew Chief

Date