



**TEXAS ASSOCIATION OF SPORTS OFFICIALS
BASEBALL DIVISION
OPERATING PROCEDURES TABLE OF CONTENTS**



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Article I Name, Purpose, and Governance

Section 1 Name

This organization shall be known as the TEXAS ASSOCIATION OF SPORTS OFFICIALS – BASEBALL DIVISION, hereinafter referred to as TASSO-Baseball, a division of the SOUTHWEST OFFICIALS' ASSOCIATION, INC. (SOA), a Texas non-profit corporation, d/b/a TEXAS ASSOCIATION OF SPORTS OFFICIALS, hereinafter referred to as TASSO.

Section 2 Purpose of Organization

TASSO-Baseball shall provide and maintain a membership of trained, experienced, and qualified umpires, having a high standard of ethics.

Section 3 Purpose of Document

- A. This document is to supplement the TASSO By-Laws and to provide more specific details and guidelines for conducting TASSO-Baseball operations by the Division Board, Districts, Chapters, and Members.
- B. This document shall be available online and followed by all members.
- C. This document is effective on the date stated at the end of this document.

Section 4 Governance

- A. TASSO-Baseball is a part of TASSO and is subject to the policies and procedures established by the TASSO Board including the TASSO By-Laws and approved written policies.
- B. The Division Board oversees and governs TASSO-Baseball. The Division Board is responsible for establishing the policies and procedures used by TASSO-Baseball, the districts, the chapters, and its members.
- C. Any conflict between policy or procedure approved by the TASSO Board, Division Board, or Chapter (s), the former shall prevail.
- D. The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern TASSO-Baseball in all cases to which they are applicable unless they are not consistent with the policies and procedures approved by the TASSO Board, the Division Board, and/or any special rules of order TASSO-Baseball may adopt.

Article II Division Board

Section 1 Division Board

- A. The Division Board shall include the following voting members: President, Vice-President, Immediate Past President, Executive Director, District Directors, and non-voting Ex-Officio (s).
- B. The Division Board shall have full power to act on all matters of business pertaining to TASSO-Baseball.
- C. A majority of the Division Board voting members, at a Division Board meeting, shall constitute a quorum.
- D. Meetings
 1. The Division Board shall hold at least one meeting per year prior to the Annual Meeting (the Off-season meeting is normally held the first weekend in August).
 2. Special meetings shall be called by the President or when requested by a majority of the Division Board.
 3. A meeting of the Division Board may be conducted via telephone/web Conference or email and shall be completely valid as though held in person.

NOTE: Email meeting minutes shall consist of a copy of the email transmissions on the subject of the meeting and the results of any vote taken.

- E. Email vote
 1. An email vote shall be completely valid as though taken in person.
 2. Two of the three listed individuals (President, Vice-President, Executive Director) must agree an email vote is in the best interest of TASSO-Baseball, to call for a vote.
 3. The call for an email vote will be sent to voting Division Board members. It may also be sent to other TASSO-Baseball members or TASSO Staff for applicable comments.
 4. Prior to an email vote, Division Board members shall use "Reply to All" to comment on the issue at hand.

5. The call for an email vote must specify a date and time when the vote is final. Up until that point, a board member may change their vote.
 6. All email votes must be cast by using "Reply" or "Reply to All" to the original email calling for an email vote.
 7. After voting is completed, the Executive Director will tabulate all votes and send a final tally to the original distribution list.
- F. Proxy Votes
1. A Division Board voting member, who is unable to attend a Division Board meeting, may designate an individual by name, in writing, as their proxy for that meeting. The individual designated as a proxy shall sit as a representative of that member for all intents and purposes for the duration of the meeting. A proxy designation will cease at the meeting's conclusion or until cancelled by the member giving the proxy, whichever comes first.
 2. A Division Board voting member, who is present at a Division Board meeting, may verbally give their proxy to another individual who is also present at the meeting. The verbal proxy shall be recorded in the minutes and shall cease at the conclusion of the meeting or until cancelled by the member giving the proxy, whichever comes first.
- G. Each elected or appointed Division Board voting member must be an Active member in good standing with TASO- Baseball at the time of election or appointment and throughout their term of office.
- H. Division Board members may be reimbursed expenses incurred while performing their duties in accordance with the TASO Expense Reimbursement Policy, by submitting those expenses to the President within 30 days.

Section 2 Executive Officers

- A. Division Board officers are the President, Vice-President, Immediate Past President, and Executive Director.
- B. Term of Office:
1. President: two years.
 - a. One may be elected to no more than two consecutive terms in office.
 - b. After being out of office for two years, one may be reelected to the office of President.
 2. Vice-President: two years.
 - a. One may be elected to no more than two consecutive terms in office.
 - b. After being out of office for two years, one may be reelected to the office of Vice-President.
 3. Immediate Past President: From the time they leave office as President until their successor has left the office as President.
 4. Executive Director: As determined by the TASO Board.
- C. Eligibility for Office: To serve as President or Vice-President of the Division Board, one must have served at least two years as a director on the Division Board.
- D. Duties and Responsibilities
1. President shall:
 - a. Perform all duties normally associated with the office of President and those duties required by the TASO Board, the Division Board, or this document.
 - b. Act as liaison between TASO-Baseball, TASO and other TASO divisions.
 - c. Represent TASO-Baseball on the TASO Board.
 - d. Conduct all negotiations on behalf of TASO-Baseball with the Executive Director.
 - e. Preside at all meetings of TASO-Baseball and the Division Board.
 - f. Appoint committees as needed and serve as an ex-officio member on all committees.
 - g. Review and update as necessary, the "District Director Playbook".
 2. Vice-President shall:
 - a. Perform all duties normally associated with the office of Vice President and those duties required by the President, the Division Board, or this document.
 - b. In the absence or disqualification of the President, assume the responsibilities of the President.

- c. Represent TASO-Baseball on the TASO Board.
- 3. Immediate Past President shall act in an advisory role with voting privileges and perform duties as prescribed by the President and the Division Board.
- 4. Executive Director shall:
 - a. Serve as Secretary/Treasurer of TASO-Baseball and:
 - (1) Keep and report the minutes of all TASO-Baseball and Division Board meetings.
 - (2) Answer any TASO-Baseball correspondence or refer it to the proper TASO-Baseball officer or chapter.
 - (3) Receive, maintain, and update a current and complete personnel record of all TASO-Baseball members.
 - (4) Receive, record, and deposit into a bank account, in the name of TASO-Baseball, all dues and fees belonging to TASO-Baseball, record the payment of expenses authorized by the President and disburse TASO-Baseball funds by means of checks which require the signature of the Treasurer (or designated TASO representative).
 - (5) Submit to the Division Board, at least annually, a financial statement of income, expenditures, and account balance.
 - b. Serve as an ex-officio member of all committees.

SECTION 3 District Directors

- A. One Director shall be elected from each district to represent that district on the Division Board. Eligible candidates may be from any chapter in that district.
- B. Members must have at least three consecutive years of TASO-Baseball membership, to hold office.
- C. The term of office for Director is two years.
 - 1. One may be elected to no more than three consecutive terms.
 - 2. After being out of office for two years, one may be re-elected to the office of Director.
 - 3. When a new single-chapter district is formed, the Director shall fulfill the duties of both the geographical district and the new single-chapter district until a director from the new district is elected or appointed in accordance with this document. An appointed director will serve until an election is held per this document.
- D. District Director Duties and Responsibilities:
 - 1. Attend all Division Board meetings and act as a liaison between the Division Board and the chapter(s) the Director represents.
 - 2. A newly elected Director and the outgoing Director jointly share the responsibility to promptly communicate about Director duties and coordinate a handover of the District File.
 - 3. After election promptly contact each represented chapter President and Secretary to offer assistance as needed.
 - 4. Maintain a current District File, containing the information listed in the "District Director's Playbook" found in TASO BoardEffect, for handover to their successor.
 - 5. Hold annual District Meeting(s) before the regular season starts to discuss TASO, UIL, and TAPPS administrative information including NFHS rules and mechanics.
 - 6. Promote regular meetings of all chapter officials to discuss rules and mechanics and encourage chapter officers and members to participate in all rule seminars, workshops and clinics.
 - 7. Visit each chapter, at least once, during the season at a regularly scheduled meeting shortly after the Annual Meeting or early in the playing season.
 - a. Directors shall provide the date (s), mutually agreed upon by the chapter (s), when they plan to visit.
 - b. These meetings should include updates on TASO and TASO-Baseball policies, procedures, and discussions of TASO ethics, due process, conflicts of interest, and incident reporting procedures.
 - 8. When the date for the Annual Meeting is known, Directors should remind each chapter they represent of the Chapter's leadership attendance requirements as noted in "Chapter Responsibilities".
 - 9. Contact the TASO office during and after the season to verify all chapters in their District have complied with all TASO policies and regulations.

Section 4 Ex-Officio

- A. Individuals appointed by the President and Executive Director and approved by the Division Board will serve a term at the Division Boards discretion.
- B. Duties and responsibilities are to advise the Division Board on matters related to TASO-Baseball.

Section 5 Election of Officers and Directors

- A. The President and Vice-President shall be elected by a majority of the votes cast in even numbered years.
- B. District Directors shall be elected by a plurality of the votes cast as follows:
 - 1. Directors from even-numbered districts shall be elected in even-numbered years.
 - 2. Directors from odd-numbered districts shall be elected in odd-numbered years.
- C. Candidates for Officer or Director positions must notify the Executive Director, in writing (mail or email), of their intention to seek office, to be placed on the ballot.
NOTE: Nominations will be accepted beginning **February 1st**, but must be received by the Executive Director no later than **April 1st**.
- D. If there is only one declared candidate, no election will be held and that candidate will be declared the winner.
- E. The election will be held via a secure web-based voting system with voting commencing on the first Tuesday in May.
 - 1. Active members, in good standing, are eligible to vote in an election for the offices of President and Vice President.
 - 2. Active members, in good standing, are eligible to vote in District Director elections in their District.
- F. Voting will end on the third Tuesday in May. If a candidate is not selected, a runoff election will be held commencing on the third Thursday in May and concluding on the fourth Tuesday in May.
- G. The newly elected officers and directors shall take office July 1st.

Section 6 Removal and Recall of Officers and Directors

- A. Removal from office: If an Officer or Director misses, without just cause, more than one regularly scheduled meeting of the Division Board, or fails to carry out their assigned duties, after review, they may be removed from office by a recall vote and the office declared vacant.
- B. Recall
 - 1. An Officer or Director may be recalled by a two-thirds vote of the Division Board at a Division Board meeting, with the Director whose recall is requested, ineligible to vote.
 - 2. An Officer or Director may be recalled by a two-thirds vote of the active membership (Division or District respectively) voting in a recall election.
 - a. A request for a recall election must be filed with the TASO State Office and a decision made by the Division Board on the necessity of a recall vote within 45 days.
 - b. A sixty-day notice is required before a recall election involving a vote of the membership is conducted.

Section 7 Committees

The President may appoint Ad-Hoc Committees and/or Task Forces as needed (example-Recruiting and Retention). The following are President appointed standing committees with associated responsibilities:

- A. Awards Committee
 - 1. Develop the procedures and guidelines necessary for the solicitation of honorees.
 - 2. Recommend recipients and present awards approved by the Division Board.
- B. Operating Procedures Committee
 - 1. Recommend the system of classifying officials.
 - 2. Annually review and recommend revisions to this document as necessary.

- C. Education Committee
 1. Develop and recommend mechanics for officiating high school baseball.
 2. Develop and implement official TASO-Baseball approved training programs that includes rules and field mechanics.
 3. Develop training presentations and materials for use by chapters in providing the Basic Umpire Course.
 4. Conduct a Clinician Certification Clinic in conjunction with the Annual Meeting, at least every two years, to certify chapter clinicians.
- D. Finance Committee
 1. Develop an operating budget and make recommendations of a fiscal nature for Division Board approval.
 2. Monitor income and expenses of TASO-Baseball.

Section 8 Filling Vacancies

- A. If a vacancy occurs in the office of President, the Vice-President shall fill and complete the remaining term of the office of President.
- B. If a vacancy occurs in the office of Vice-President, the remaining term shall be filled by appointment of the President, of a member meeting the qualifications for Vice-President and approved by a majority vote of the Division Board.
- C. If a vacancy occurs in the office of District Director, the remaining term shall be filled by a majority vote of the Division Board, of the recommended appointment by a chapter in the district in which such vacancy occurs.

Article III Districts

SECTION 1 Districts

TASO-Baseball shall be divided into geographical districts as determined by the Division Board.

- A. The Division Board shall assign chapters to districts (except for single chapter districts).
- B. A chapter may apply to be a single chapter district if it has over 125 paid members for two consecutive years. The application must be submitted to the Division Board prior to the off-season meeting, when a review and a ruling will be made.
- C. Upon review at the off-season Division Board meeting, if a single chapter district has less than 125 paid members for two consecutive years, it shall lose its single chapter district status and be assigned to a district with other chapters in the same geographical area.

Article IV Chapters

Section 1 Chapters

- A. Chapters may be formed, with Division Board approval, in any geographical area in which members provide umpire services to TASO sanctioned baseball games.
- B. Only one chapter may be established in any Texas county, unless specifically authorized by the Division Board.

Section 2 Officers

- A. Each chapter shall elect its officers and representatives by vote of its members. The officer's names and contact information shall be kept up to date with the District Director and the TASO State Office.
- B. Each Chapter shall have a designated Assigning Authority. This shall be the Chapter Secretary unless the Chapter Board of Directors designates another Assigning Authority, which may be one or more individuals or a committee.
 1. If the Chapter Secretary is not the Assigning Authority, then the Assigning Authority shall be a member of the Chapter's Board of Directors in either a voting or non-voting capacity as specified in the Chapter By-Laws.
 2. The Assigning Authority must be an ACTIVE or LIFE member of TASO-Baseball and a member of the Chapter's Board of Directors, to be covered under the TASO Liability Insurance.

- C. Each chapter shall have at least one certified Clinician. A Clinicians program is established to certify Chapter Clinicians, who are responsible to oversee Chapter training and ensure the training requirements and standards of TASO and TASO-Baseball are followed.

Section 3 By-Laws

Each Chapter shall establish Chapter By-laws and/or Operating Procedures. A current copy of these documents must be provided to the District Director and the TASO State Office.

NOTE: Changes made to these documents require notification, within 10 days of approval, and forwarding of amended document (s) to the District Director and TASO State Office.

Section 4 Chapter in Good Standing

Each chapter shall conduct its affairs in accordance with the requirements as promulgated and communicated to the chapters by the TASO Board and the Division Board. Each chapter shall:

- A. Comply with all regulations and policies of TASO and TASO-Baseball.
- B. Administer the required training as set forth in this document.
- C. Ensure Regular and Junior members take the Rules/Mechanics Exams and complete the online Annual Meeting (if the member didn't attend the Annual Meeting in person) as specified in Article V, Section 3B.
- D. Meet all reporting requirements as set forth by the TASO Board and the Division Board through the Executive Director.
- E. Be represented at the Annual Meeting as set forth in this document.

Section 5 Chapter Responsibilities

A. Membership and Member Records/ Each chapter shall:

- 1. Determine if the application for membership from a member will be accepted.

NOTE: Admittance to a chapter is at the sole discretion of the Board of Directors of that chapter.

- 2. Maintain records for all primary members.
- 3. Honor any disciplinary action taken by another chapter unless otherwise specified by the Division Board or the Executive Director.

B. Obtain proper tax identification numbers and maintain, on file locally, the following financial information to be available as stated below.

- 1. Financial statements and current monthly financial reports (including bank statements) for review upon request by the Chapter's Active Members and Board of Directors, Division Board or TASO Board.
- 2. Copies of all IRS tax filings for review upon request by the Division Board or TASO Board.

C. Each chapter President and Secretary (or designee (s)), shall attend the Annual Meeting, including the business meeting (and associated District meeting), the Rules Clinic, and the annual President and Secretaries meeting.

D. Communications from the Executive Director, Division Officers or Directors shall be answered promptly with return of information requested or statement of reason why it must be delayed or withheld.

E. Chapter correspondence (written or email) to a school or to school personnel, for solicitation purposes, shall include the name of the chapter making the solicitation and a copy shall be sent to the applicable District Director, the President and the Executive Director.

F. Annually provide a list of client school districts and schools to the TASO Office by January 31st.

G. Hold a minimum of five (5) meetings per season for education and business purposes.

H. Classify and rank the abilities of its members.

Section 6 Training

- A. Provide each new member with appropriate training to prepare them to begin their work as a baseball official. This training shall include, but is not limited to:
 - 1. Current NFHS Rules (see “Rules”).
 - 2. Field Mechanics (see “Mechanics”).
 - 3. TASO and TASO-Baseball Policies and Procedures.
- B. Provide training for all members during each meeting and throughout the year. Training is a key factor in maintaining and improving the skills of our members.

Section 7 Member Classification

- A. Members shall be classified as Certified (7 or more years completed experience), Approved (3 to 6 years completed experience), and Registered (less than 3 years completed experience).
 - NOTE:** The Division Board has full authority to change any member's classification whenever, in its opinion, such change is in the best interest of TASO-Baseball.
- B. Transferring from Another State
 - 1. An official who transfers from another state and who meets all TASO qualifications will be assigned a member classification as specified in this document and in accordance with the State Association Documentation from the state from which transferring.
 - 2. Previous State Association documentation, on their official letterhead, must include the official's Rules exam grade and verification of Rules Clinic attendance, for the current year (if applicable), and include the number of games officiated during the previous year and completed years of experience.

Section 8 Regular Season Game Assignments

- A. Game assignments should be commensurate with a member's ability.
- B. All game assignments shall be made directly through the chapter's assigning authority. This includes all play-off games, except for UIL State Tournament games (assigned by UIL).
- C. A chapter assigning authority shall assign only ACTIVE members, in good standing, and who have completed the requirements of this document (See “Game Assignments”) to Varsity or Sub-varsity games (non-TASO-Baseball officials are not allowed).

Section 9 Playoff Assignments

The Chapter Board of Directors has sole discretion in the development of its playoff list (including State Tournament List) as long as it uses the Criteria and follows the Procedures below.

- A. Criteria: Members used for UIL and TAPPS playoff games must meet the following **minimum** requirements:
 - 1. Be listed as active and in good standing by the TASO state office and their chapter.
 - 2. Score a minimum of 80% on the Rules Exam and the Mechanics Exam for the current season.
 - 3. Attend in-person or complete the online version of the Annual Meeting.
 - 4. Attend at least 70% of their local chapter meetings. (A Chapter committee shall determine valid reasons for non-attendance at a chapter meeting).
 - 5. Work a minimum number of scrimmages (as determined by the chapter) for playoff eligibility.
 - 6. Work a minimum of 10 high school games during the current season.
 - 7. Complete the TASO 3&4 Umpire Mechanics clinic at the Annual Meeting, a regional clinic, a District/Chapter meeting, or online. This must be completed by the end of the **1st Tuesday in May**.
 - 8. In rounds 1 & 2 of the playoffs, the requirements listed in 4-7 may be waived at the chapter's discretion.

B. Procedure

1. A chapter committee of at least three members will set the criteria and review the qualifications of all members who wish to be considered for playoff assignments, including the UIL State Tournament.
2. Members selected must be fully qualified to work any position, without restriction, for the level of playoffs assigned, including the State Tournament.
3. Appeals to a chapter's playoff list may be made to the appropriate District Director. Further appeals may be made to the TASO-Baseball President or the Executive Director. Their decision is final.

Section 10 State Tournament List

- A. Each chapter will determine annually a list of "State Tournament Crew Officials" per UIL request. The members on this list must be members of the submitting chapter as reflected in the TASO Database.
- B. A typed copy of this list, including names and other requested information, will be sent to the UIL by the date requested and to the TASO office and District Director seven days prior to the UIL request date.
- C. Failure to submit the requested information to both the UIL and TASO office by the date requested will result in that Chapter having no playoff umpires for the UIL State Tournament for that season.

Section 11 Formation of New Chapters

- A. The establishment of a new chapter, in a geographical area that best supports TASO-Baseball and our clients, will be considered at a meeting of the Division Board.
- B. A request for approval of a new chapter must be submitted to the TASO State Office at least 60 days before the off-season Division Board meeting, for review and consideration by the Division Board.

NOTE: The TASO State Office will forward copies of the application to the District Director(s) affected by the establishment of the new chapter.

- C. The following items must be included with the request to establish a new chapter:
 1. By-laws for the potential chapter that conform to the standards of TASO as determined by the Executive Director and the Division Board.
 2. A list of prospective members who have applied for TASO membership (20 minimum recommended) containing the following:
 - a. Name, address, email, phone number
 - b. Notation indicating if the individual is a current or past member of TASO-Baseball and the last affiliated TASO-Baseball Chapter of which a member, if any.
 3. A list of schools to be serviced by the new chapter, supported by letters from the Athletic Director (s) of the school (s) in question, confirming the school district (s) will have the new chapter provide umpires for that school district's games.

NOTE: The list of schools to be serviced must show the chapter(s) that currently provide(s) service to each school.

4. A list of chapter officers and directors including addresses, phone numbers, and e-mail addresses.
5. Any other information requested by the Division Board or the Executive Director.
- D. The Director(s) will investigate the application, note the impact to TASO-Baseball, and make a recommendation to the Division Board, followed by a vote on the new chapter request.
- E. New chapters, if approved by a majority vote of the Division Board, will be assigned to a district.
- F. New Chapters will complete a mandatory three (3) year probation period.
 1. Any time during the probationary period, the Division Board may review and make determinations concerning the new formed chapter's operations or continuance.

2. At the end of the probationary period the Division Board shall review the status of the chapter and determine if the chapter will be granted full status, remain on probation, or be dissolved.
- G. There is no appeal concerning the formation of a new chapter or any other decision concerning a new chapter made by the Division Board, during the chapter's probationary period.
- H. A request for a new chapter that is denied may be requested again after a two-year waiting period.
- I. A newly formed chapter that is dissolved during its probationary period may reapply to create the chapter again after a two-year waiting period from the date of dissolution.

Section 12 Administrative

The failure of a Chapter to comply with the provisions of any TASO Board or TASO-Baseball approved By-Law, Operating Procedure or Policy, or failure to cooperate with the officers and members of the Division Board or the Executive Director in maintaining the purposes of the organization, shall be handled in accordance with the TASO Procedural and Policies Violations Guidelines.

Article V Members

Section 1 Members

- A. Regular Members must be age 18 or older.
- B. Junior Members must be at least 16 years, but not more than 18 years of age, and enrolled in high school. Junior members shall be assigned to work **only sub-varsity games**.
- C. Auxiliary Members may be assigners, evaluators, trainers or hold other chapter or state position, but **shall not be assigned to officiate games**. Auxiliary members have no testing or meeting requirements.
- D. An Active member, in good standing, has submitted all TASO, TASO-Baseball and Chapter prescribed dues, fees, and properly executed forms and is not subject to review by the Membership Review Committee (MRC) in accordance with the provisions of TASO By-Laws.

NOTE: A member, not in good standing with one chapter, may not transfer to another chapter, without approval of the Division Board.

- E. Membership in more than one chapter within TASO-Baseball is prohibited. If a member requests or is requested to work games for another chapter, they may do so with the approval of the Board of Directors of both chapters. No additional dues are required for the privilege of working games for that chapter.
- F. A member is responsible to update their contact information in the TASO membership database as necessary.

Section 2 TASO Fees

- A. The membership year begins on July 1st and ends June 30th, the following year. Application for and renewal of membership will be closed coincident with the UIL "First day for playing interschool games".
- B. Annual Dues
 1. Dues for the current membership year begins on July 1st.
 2. Dues paid after the 1st Tuesday in October will incur a TASO Late Fee charge.
- C. The membership fees shall be as follows:
 1. 1st year Regular, all Junior and all Auxiliary members-**\$55**.
 2. 2nd year Regular members and thereafter-**\$80**
 3. TASO Late Fee **\$25 (not)** required of a reinstated member who was not a member in the previous year).
 4. Education Fee (**\$30**) covers attendance at the Annual Meeting, Regional/field Clinic and Online Clinic. The education fee will not be charged to Auxiliary members.
- D. Refund of membership fees is subject to the TASO Refund Policy and must be requested through the TASO website or by contacting the TASO State Office.

Section 3 Game Assignments

- A. All game assignments will be made directly through the chapter's assigning authority, including play-off games (except for UIL assigned State Tournament games).

NOTE: Failure to follow this procedure may result in sanctions imposed on a member who accepts game assignments from sources other than the chapter's assigning authority.

- B. Eligibility for Regular Season Game Assignments

1. An Active Member, in good standing, **prior to their first game each season, but not later than the UIL "First Day for playing interschool games"**, must pass the Rules exam and Mechanics Exam and receive the NFHS Rules update by one of the following methods:

- a. Attend the Annual Meeting
- b. Complete the online version of the Annual Meeting.

2. Rules Exam

- a. All members must annually complete the online exam through the TASO designated website.

(1) A member must score at least 80% prior to their first VARSITY game.

(2) A member must score at least 70% prior to their first Sub-Varsity game.

3. Mechanics Exam

- a. All members must annually complete the online exam through the TASO designated website.

(1). A member must score at least 80% prior to their first Varsity game.

(2). A member must score at least 70% prior to their first Sub-Varsity game.

- C. Playoff and State Tournament Game Assignments (see "Playoff Assignments" or "State Tournament List").

Section 4 Game Fees

- A. University Interscholastic League (UIL) game fees and travel expenses will be as specified by the UIL.

- B. TAPPS game fees and travel expenses will be as per agreement between TAPPS and TASO.

Section 5 Disciplinary Investigations and Actions

- A. A complaint against a member for violation of TASO, TASO-Baseball, or Chapter By-Laws, Operating Procedures or policies, shall be handled in accordance with the TASO Procedural and Policies Violations Guidelines.

- B. A complaint against a member by a coach or school regarding the misapplication of a rule shall be handled in accordance with the TASO Rule Misapplication Policy.

ARTICLE VI Rules, Mechanics, and Uniforms

Section 1 Rules

National Federation of State High School Rules (NFHS/FED Rules) including "Points of Emphasis", "Signals" and Appendices A-G and the *UIL Baseball Manual* are to be followed during all scrimmages and games.

Section 2 Mechanics

TASO-Baseball has developed a NFHS based mechanics manual that covers basic mechanics for all umpires.

1. This manual shall be the basis for all Chapter mechanics training and for practical use by all members, to ensure consistency throughout TASO-Baseball.
2. Temporary changes may be made to these mechanics after a thorough pre-game discussion, which includes all game officials.

Section 3 Approved Uniforms/Equipment

- A. The Division Board shall approve a regulation uniform for use by all members.

1. Members are required to wear the regulation uniform when officiating any baseball game assigned through a chapter or the UIL.

2. A member who violates the uniform policy is subject to disciplinary action as described in this document.

Protocol for violation of the uniform policy:

1st Violation – Written notification and warning by Chapter.

2nd Violation – Removal from eligibility for varsity game assignments.

3rd Violation – Suspension from all game assignments for remainder of the year.

B. Shirts: The default shirt shall be Black with white stripe on collar and sleeves (see section 4).

NOTE: The crew must be uniform in color and style.

C. Hats: Fitted Black hats with approved TASO logo. (No adjustable hats)

D. Undergarments/Turtlenecks: The crew must be uniform in color of visible undergarments (see section 4).

E. Ball Bags: If two bags are worn, both must be of the same color (see section 4).

F. Belts: Black leather.

G. Pants:

1. Base: Grey with belt loops with normal sized legs.

2. Plate: Grey with belt loops and large enough in legs to fit over shin guards.

NOTE: Plate pants, unless specifically designed and sold as “combo” pants, are not to be worn when working the bases.

H. Socks: Black.

I. Shoes: Predominately Black with Black Shoelaces.

J. Patches/Numbers:

1. An American flag may be worn on the left sleeve, centered on the left shoulder and 1.5” below the shoulder seam.

2. No other patches or numbers are to be worn without Division Board approval.

K. Plate Coat: (Black) may be worn when working the plate.

1. If a plate coat is worn, the plate umpire will not wear a ball bag.

2. If a plate coat is worn, the base umpires must be uniform in the color of shirts/pullovers worn.

L. Pullover Jackets: A black pullover with black and white trim is the default pullover.

1. The black convertible (full or half-sleeve) pullover jacket is authorized.

2. The described pullovers will be the only ones used.

3. 2-umpire system:

a. Either umpire may wear or not wear a pullover, if the other umpire does.

b. If both umpires wear a pullover, they must be uniform in the color and trim.

4. 3-umpire or 4-umpire system:

a. Either the plate umpire and/or all base umpires may wear or not wear a pullover.

1) All base umpires must be uniform in either wearing or not wearing a pullover

2) The crew must be uniform in the color and trim of pullovers worn.

M. Inclement Weather Gear: All should be Black.

- N. Required Plate Umpire Equipment (All protective equipment is required by TASO Insurance)
 1. Plate shoes to protect the foot from injury.
 2. Shin guards (to be worn on the inside of the pants).
 3. Protective cup (males only).
 4. Chest Protector (to be worn inside the shirt or pullover).
 5. Face Mask.
 6. Ball/Strike Indicator
 7. Plate Brush

Section 4 Approved Uniform and Under Garment Combinations

Shirt	Under Garment	Ball Bag
Black	Black or White	Black
Light Blue	Black	Black or Gray

Article VII: Annual Meeting

Section 1 Annual Meeting

- A. The Division Board shall schedule an (in-person, Web based, or combination in-person/Web based; as determined by majority vote of the Division Board) Annual Meeting to conduct TASO-Baseball business and educate and update all members on TASO and TASO-Baseball operations and related issues.
 1. This meeting shall be held in January on the weekend prior to the annual conference of the Texas High School Baseball Coaches Association. If that weekend is on the same weekend as the New Year’s holidays, the Division Board shall select a different January date for the Annual Meeting.
 2. The Annual Meeting (if in person) shall be held at a site determined by the Division Board.
- B. Any chapter, in good standing, may make a request and/or presentation to the Division Board to host the Annual Meeting, at any meeting of the Division Board. The Division Board shall consider and make a determination concerning such request.

Article VIII Awards/Requirements

Section 1 Tim Head Memorial Award

- A. Must have been a member of TASO-Baseball for a minimum of 10 years.
- B. Must have gained prominence as a baseball umpire in Texas.
- C. Must have exhibited a dedication to the promotion of TASO-Baseball.

Section 2 George Coit Distinguished Service Award

- A. Must have been a member of TASO-Baseball for a minimum of 15 years.
- B. Must have served as a chapter, district, or division officer.

Section 3 Honorary Life Membership

- A. Must have been a member of TASO-Baseball for a minimum of 10 years.
- B. Must have served as a chapter, district, or division officer.
- C. Must be retired from baseball umpiring.
- D. Should have gained prominence as a baseball official in Texas.

Section 4 Roll of Honor

- A. A deceased "Honorary Life Member" is automatically moved to the "Roll of Honor" at the first Division Board meeting following their death.
- B. If one has not been selected for "Honorary Life Membership", they must have the following qualifications:
 - 1. Must have been a member of TASO-Baseball for a minimum of 10 years.
 - 2. Must have served as a chapter, district, or division officer.
 - 3. Should have gained prominence as a baseball umpire in Texas.
 - 4. Any of the above criteria may be waived by the Division Board.

Section 5 Jim Luther Service Award

- A. Must have been a member of a TASO-Baseball chapter for a minimum of 10 years.
- B. Must have presented themselves as an exceptional member of said chapter.
- C. Must have exhibited a dedication to the promotion of said chapter and TASO-Baseball.

Section 6 Nomination and Selection of Candidates

- A. Tim Head Memorial Award nominations may only be submitted by the TASO-Baseball President or Executive Director.
- B. George Coit Distinguished Service Award, Honorary Life Membership, Roll of Honor and Jim Luther Service Award nominations may only be submitted by a chapter Board of Directors or the Division Board.
- C. Submission Dates:
 - 1. Award nominations (normally considered at the off-season Division Board meeting) must be submitted to the Awards Committee on the Division Board approved form, supplied by the Executive Director. Submission of the appropriate paperwork to a District Director or Division Board Officer shall fulfill this requirement.
 - 2. Nominations for awards received after the off-season board meeting, but before November 15th, may be considered by email, or web/teleconference vote or delayed until the next off-season board meeting.
 - 3. Nominations received after November 15th will be considered at the next off-season board meeting unless extenuating circumstances exist as determined by the TASO-Baseball President.
- D. The Awards Committee shall review and make a recommendation to the Division Board on all nominations.
- E. Notice of approval of awards must be presented to the Executive Director no later than December 1st.
- F. The awards shall be presented at the Annual Meeting or as determined by the President.

Article IX Amendments

Section 1 Amending the Operating Procedures

- A. Any member may suggest a revision to this document by submitting a written proposal to a Division Board member who will forward the suggestion to the chair of the Operating Procedures Committee for review and recommendation.
- B. The Division Board may amend this document at any Division Board meeting by majority vote and is effective immediately upon approval, unless noted otherwise.
- C. Each amendment will be noted in the minutes of the Division Board meeting in which the amendment is adopted.
- D. This document will be updated with approved amendments as soon as practical.

Appendix I: Districts and Associated Chapters

DISTRICT	CHAPTER	CHAPTER	CHAPTER	CHAPTER
1	AMARILLO	LUBBOCK SOUTH PLAINS		
2	WEST TEXAS	SAN ANGELO		
3	ABILENE	HEARTLAND	WICHITA FALLS	
4	AUSTIN	COLLEGE STATION		
5	BRUSH COUNTRY	NEW BRAUNFELS	SAN ANTONIO	
6	CORPUS CHRISTI	HUB CITY	RIO GRANDE VALLEY	SOUTHEAST TEXAS
7	COLLIN COUNTY	NORTH TEXAS	RED RIVER VALLEY	TEXARKANA
8	COASTAL PLAINS	SALT GRASS	TRI-COUNTY	
9	GREATER EAST TEXAS	LONGVIEW	TYLER	
10	BEAUMONT	STEPHEN F AUSTIN		
11	HOUSTON			
12	DALLAS			
13	BELTON-TEMPLE	CENTRAL TEXAS	CORSICANA	WACO
14	ALLIANCE (GREATER FORT WORTH)			

Date approved: 12/20/2021

Amended: 08/19/2023