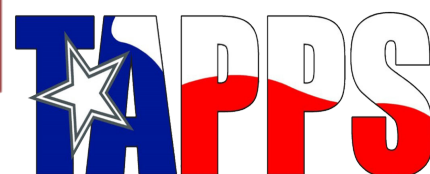


New Official's Welcome Packet



2024-2025 Season



2024

SAVOA Membership Application

- New
 Renewal
 Reinstatement
 Dual or Transfer (circle one)
If Dual State Primary Chapter _____
If Transfer State Chapter From _____

Last Name: _____ First/Middle: _____
Date of Birth: M: _____ D: _____ Y: _____ Gender: Female Male
Home Phone: () - _____ Mobile Phone: () - _____
Work Phone: () - _____ TASO ID# _____
Street Address: _____ City: _____
State: TEXAS Zip Code: _____
Email: _____

Herein, San Antonio Volleyball Officials Association is referred to as, "Chapter", "SAVOA"

PLEASE READ CAREFULLY: I understand and agree that: 1. Membership in the Chapter and/or TASO does not guarantee game assignments. 2. I am responsible for informing the Secretary of any changes to my contact information as well as any change to my officiating availability/restrictions. 3. I will pay any applicable fee for canceling a game once I have accepted the game assignment. 4. TASO will provide accident insurance only for injuries sustained/arising from my officiating assignments subject to deductible and other policy limitations. 5. In accepting game assignments from the Chapter, I am acting as an independent contractor and as such, I am subject to being video/audio recorded and/or photographed. 6. I release all liability and hold harmless the Chapter, for the use of my likeness, and will not seek any form of compensation. 7. I will comply with the TASO and Chapter Policies. 8. All game assignments received through the Chapter are subject to revocation, cancellation or reassignment in the event I cease to be a member in good standing, or if it is in the best interest of the Chapter and/or TASO that the game be revoked, cancelled or reassigned. 9. I will file all required game reports as required by the Chapter and/or TASO and pay any applicable game fees, fines or assessments. 10. Except as listed on the attached sheet or as previously disclosed and ruled on by the Disciplinary Appeals Committee, I certify that, except for minor traffic offenses punishable by fine only, I have not (a) been convicted of a state or federal misdemeanor or felony offense, (b) been arrested on a pending state or federal misdemeanor or felony charge, or (3) received deferred adjudication or other deferred sentencing for a state or federal misdemeanor or felony offense. 11. I certify that this information is true and correct and I understand that TASO may verify all or any portion of this report (from TASO app. Rev. 08-2011). 12. I agree to abide by all SAVOA by-laws and operating procedures.

Signature _____ Date _____

NEW Member	To APPLY for SAVOA membership, submit this form, along with \$25 local chapter dues* You must also apply for TASO membership on TASO.org with state at the current newcomer rate, if you have never joined a TASO organization.
DUAL Member	To APPLY for SAVOA membership (first time), submit this form, along with \$25 local chapter dues*
RENEWING Member	To RENEW your SAVOA membership, submit this form, along with \$25 local chapter dues* and any balance owed for assigning fees**
FORMER Member	To REINSTATE your SAVOA membership, submit this form, along with \$25 local chapter dues* and any previous balance owed for assigning fees**

***Make checks for local chapter dues payable to: SAVOA, c/o Jeannie Thames, 13147 Feather Point, San Antonio, TX 78233**

Check # _____ Cash _____ Date _____ By _____

San Antonio Volleyball Officials Standard Operating Procedures (SOP)

Note: *Hereinafter, San Antonio Volleyball Officials is referred to as, "Chapter" or "SAVO".*

This document is an attempt to define applicable operating procedures. Members should be aware of both the state TASO and SAVO By-Laws. Additions, clarifications, and exceptions to the following will be handled on a case-by-case basis, as the need arises. Failure to adhere to these operating procedures may result in a penalty being assessed to the member.

Sec 1. Member Eligibility to receive match assignments

A. You must be a member in good standing with TASO & SAVO. All state and local Dues Assessments, Fees, and Fines (DAFF) must be paid in full.

1. Varsity Assignments. To receive R1 or R2 varsity match assignments: attended a TASO rules clinic; pass the required TASO rules test (min. 85); attend chapter meetings; DAFF account current and paid in full and fulfilled required hours of scrimmages, as per ranking.

2. Sub-Varsity and Line Judge Assignments. To receive R1 or R2 match assignments: attended a TASO rules clinic; passed the required TASO rules test (min. 70); attend chapter meetings; DAFF account current and paid in full, and fulfilled required hours of scrimmages, as per ranking.

3. Post-Season/Playoff Assignments: Same requirements as Sec.1.A.1 in addition to completing the rules test no later than August 31st of current season (or date as set by state TASO office), and scoring a minimum of 90% on rules test.

B. All members are responsible for the payment of current year dues at the current approved rate. Dues are paid to SAVO. Scheduling fees and scheduling fines are paid directly to the Assigning Secretary (AS). Dues may be paid in advance for the upcoming season but must be paid in full no later than the assigned UIL scrimmage dates for the current assigning season (year).

Sec 2. Member Responsibilities

A. Meeting Attendance: Attendance at all chapter meetings is a member's professional responsibility. **All MEETINGS ARE MANDATORY. Members must sign-in within 15 minutes of the meeting being called to order** and remain until adjournment to be considered in attendance. If absent, the member is responsible for obtaining any information or materials disseminated. Meeting materials are available to members for download at the SAVO Arbiter website; Group #103074.

1. As meeting attendance is mandatory, if a member fails to attend three (3) of the first four (4) meetings, that member will be ineligible for play-off assignment.

B. Availability: Members must update their availability for assignments and apply all Conflict of Interest of schools on the chapter's ArbiterSports.com website as soon as possible, but no later than July 15, or risk potential loss of assignments. It is the professional responsibility of all members to keep their availability up to date throughout the season.

C. ArbiterSports updates: During the season, members should log-in to the ArbiterSports website frequently during the week, if not daily, to get assignment updates and keep informed of announcements posted.

D. Accept/Decline Assignments: Members must carefully review their schedule before accepting a match assignment in ArbiterSports. Failure to accept/decline, cancel, switching assignments with another official and no-shows may cause a serious burden for the association and will result in penalty to the member. See *chart below*.

1. Using the ArbiterSports website, a member must accept/decline assignments by the deadline date listed on the assignment. All the matches for a particular day/date must be accepted/declined as a whole.

2. If assignments are not accepted/declined by the deadline date, the matches will be removed from your schedule, and you will be fined a fee per assigned date under the Failure to Act (FTA) penalty.

3. Members will not be assessed a fine for matches declined before the deadline date, however, continued declining of matches impacts the AS' ability to assign promptly and accurately. Maintaining blocks and proactively communicating individual circumstances to the AS should minimize this situation.

Sec 2. Member Responsibilities (cont.)

E. Match Cancellation by member: Should a member need to withdraw from an “Accepted” assignment, the member must notify the AS by email, if more than five (5) days before the match date or the member must personally speak to the AS if less than five (5) days before the match date.

F. Scheduled Match Assignment: If for any reason, the number of matches worked changes on site, it is the member’s responsibility to notify the AS within 24 hours.

G. Match Cancellation by school: Any matches canceled by the host school, with less than 48-hour notice, with exception to “beyond control” i.e. bad weather situation, pandemic, etc., will be paid to the officials.

H. Switching/transferring assignments: No member may schedule their own replacement. Switching/transferring assignments is strictly prohibited unless pre-approved by the AS. Penalties will be enforced according to chart.

I. Contacting Partner:

1. Members are required to contact their partner(s) at least 48 hours prior to the scheduled assignment date to verify assignments, to make travel arrangements, and to discuss any other match information. Failure to contact partner(s) could result in disciplinary sanctions and may affect future match assignments. If there has been no contact made with your partner(s) 24 hours prior to the assignment, the AS and President should be notified by email and phone call.

2. If you are given assignments with less than 24 hours’ notice of the assignment, you are required to contact your partner(s) as soon as possible before the match.

3. If you have not contacted your partner(s) and arrive at an assignment that has been moved or cancelled, you will not be paid for the assignment.

4. If you have contacted your partner(s) and you arrive at a match that has been moved or cancelled and you were not informed by the AS, the Executive Board (EB) will review the circumstances and determine if payment from the chapter for a match, and/or travel is appropriate.

J. Mileage/Travel Procedures to reflect current UIL 1204.

K. Uniforms: Members will adhere to the TASO uniform policy. Authorized vendors: www.TASO.org.

L. Leave of Absence (LOA):

1. A member who experiences a sudden change of events that prevents him/her from attending chapter meetings and/or completing assigned matches may request a LOA. Send a request via email to the Secretary. A member must be a member in good standing (all bills paid) with TASO, SAVO, and the AS to be eligible for a LOA.

2. If the EB grants a LOA, depending on circumstances, fines may or may not be appropriate and will be at the discretion of the AS and/or the BOD.

3. The member is responsible for staying informed of chapter business while on leave.

4. The member is responsible for requesting, via email to the Secretary a return to active membership.

5. All LOAs automatically expire at the end of the season (year) they occurred - unless otherwise specified by the member, such as a military member with a service commitment exceeding more than one season (year).

M. Rules Exam:

1. All members are required to complete exam no later than August 31st of current season, or the date prescribed by TASO. TASO administers and makes available the rules exam.

2. Failure to complete and pass required exam may result in loss of schedule.

3. Members not completing exam, with the appropriate passing score by the deadline may not be eligible for post-season assignments.

Part 3. Assigning Secretary's Responsibility

- A.** Assign all middle/high school regular season matches, middle/high school tournaments and playoff matches. Post any middle school assignments ready for self-assign. All assignments will be based on the school's needs, member's availability, service and training record, proficiency level as determined annually by the EB, scratch lists (both official and school), and conflict of interests. Assignments will be made as close as possible to reflect a member's stated preferences for travel distance, start time, locations, partners and other relevant information.
- B.** The AS will prepare assignments to be released via www.Arbitersports.com. Assignments posted in Arbitersports.com will be made with at least a 10-day notice to the member. For assignments made with less than 4-day notice, the AS will call the official to inform him/her of the schedule change, unless the official has already acknowledged the change via Arbitersports.com.
- C.** The AS reserves the right to revoke, cancel, or re-assign any and all matches in the event the member ceases to be a "member in good standing", or if it is in the best interest of the Chapter and/or TASO that the match(es) be revoked, cancelled, or re-assigned.
- D.** Keep an accurate record of all scheduled assignments and fees/fines charged and report same to the Executive Board so that the appropriate payment of assigning fees/fines can be assessed to the member.
- E.** The AS will maintain records for each member on balances owed the AS during and if applicable carrying over; from the current season to the next season. The AS is responsible for these payments, and these funds are not SAVO chapter funds. Dues are NOT collected by AS.
- F.** Remove all matches from Arbitersports.com no later than April 30 of the following year.

END OF THIS PAGE

**SAN ANTONIO
VOLLEYBALL
OFFICIALS ASSOCIATION**



SAVO Summary of Dues, Assessments, Fees and Fines (DAFF)

Dues	SAVO = \$25.00. TASO State Dues = Refer to www.taso.org for Member Registration/Renewal Fees
Late Payment of dues / Reinstatement	\$10 Fee to SAVO
NSF- Returned Check	\$30 Fee plus any related bank fees assessed to SAVO
Failure to pay SAVO Dues	\$10 Fine plus possible loss of assignments.
Failure to pay Assigning Secretary	Fines begin at \$5.00; and are determined by the AS and non-payment may result in the loss of assignments.
Failure to act (FTA)	\$5.00 Fine per assigned date.
Match cancellation by official	5 or more days prior to match date: \$5 Fine. Cancellations for these matches may be emailed or phoned to the AS.
	1-4 days Cancellation prior to match date = Up to \$10 Fine Cancellation on match date = \$30 Fine Officials cancelling within 5 days of match date must contact the AS, by phone. No text messages will be accepted. A follow-up email to the AS is advisable.
	Fines are doubled for failure to contact the AS regarding a match cancellation within 5 days of match date.
	All the above are a guideline and may be altered by the AS and depending on circumstances brought to action for the EB.
Switching/transferring of assignments	Course of action may be a fine; loss of assignments or other disciplinary actions as determined by the AS; and/or any other assigned review panel or process.
Failure to contact partners	Discretionary fine as determined by EB, AS input and circumstances.
Assignment Fee all positions	\$1.75 per match (aka scheduling fee)
Dues/DAFF Refund	TASO: TASO web site for form to submit scaled refund. SAVO: Refund of local dues will be determined by the Treasurer. The AS determines his/her refund to members based on their detailed record keeping. In general, prepaid assigning fees shall be refunded to a member in good standing, when they are unable to officiate during a season (year) and have requested a refund of assigning fees.
Failure to attend Chapter Meeting	1 st missed meeting: \$25 fine 2 nd missed meeting: \$50 fine & ineligible for play-offs 3 rd missed meeting: \$100 fine & no additional assignments

Appeals: To appeal a fee/fine/assessment a member must send notice of appeal via email to the [President](#) and the [Secretary](#) within seven (7) days of fee/fine/assessment notification. The SAVO Board of Directors will review the appeal in a timely manner.

TASO Volleyball Uniform Policy

I. The official uniform of the TASO – Volleyball Division shall be:

1. An all white collared short sleeved polo shirt with the TASO logo on the right side of the chest. The shirt must be an authorized TASO volleyball shirt supplied by an authorized vendor.
2. Jet black dress slacks with a plain black belt.
3. Solid black athletic shoes (without any colored logo).
4. Solid black socks (without visible logo).
5. Black whistle with solid black lanyard.
6. An approved American Flag shall be worn as designated by TASO-Volleyball. (left sleeve, centered, 2 inches below the shoulder seam)
7. An all white, crew neck sweatshirt with the TASO logo on the right side of the chest may be worn in addition to the uniform shirt as described in #1. The sweatshirt must be an authorized TASO volleyball sweatshirt supplied by an authorized vendor.
8. Undershirt, if worn, should be solid white.

NOTES:

- #1 The TASO-Volleyball official uniform shall be worn to all UIL, TAPPS and TGCA All-Star matches assigned by the chapter. The uniform may not be worn outside these events.
- #2 A pink whistle and pink lanyard may be worn during the month of October to support Breast Cancer Awareness.
- #3 The sweatshirt is approved to be worn for additional warmth in cold gyms. Sweatshirt may not be worn alone. It must be worn over the uniform shirt.
- #4 Uniform shirts must be tucked in. Sweatshirt is not tucked in.
- #5 Pagers and cell phones are not part of the TASO-Volleyball uniform and shall not be worn.

II. All Local Chapters:

Volleyball Chapters may allow jet black dress shorts to be worn in non air-conditioned gyms only. The length of the shorts shall be from the mid-thigh to the top of the knee. No culottes, capri pants, or fleece sweat slacks/shorts are to be worn. If shorts are worn, black shoes and black socks are still required. After district play ends, no allowance is made for hot gyms. All members must wear the standard jet black dress slacks.

NO SHORTS WILL BE WORN DURING PLAYOFFS.

Members found in violation of the official uniform policy will be penalized as follows:

- | | |
|--------------------------|-----------|
| 1 st Offense: | Warning |
| 2 nd Offense: | \$5 Fine |
| 3 rd Offense: | \$25 Fine |

For subsequent violation the member will be considered a member not in good standing.

July 29, 1991
March 2, 1994
February 6, 1999

February 1, 2004 rgc
February 8, 2005 ssw
February 23, 2006 ssw

April 5, 2007 ssw
April 11, 2008 ssw
February 10, 2009 ssw

June 2014ssw
July 2015ssw

2022 SCHOOL DISTRICTS and SCHOOLS covered by SAVOA

ALAMO HEIGHTS 5A		FALLS CITY 2A		LA VERNIA 4A	
HS and MS	\$ 20	HS and MS	\$ 35	HS and MS	\$ 20
BANDERA 4A		FLORESVILLE 5A		LEE ACADEMY 2A	\$ 20
HS and MS	\$ 35	HS and MS	\$ 20	Saenz MS	\$ 20
BOERNE 4A		FREDERICKSBURG 4A		LIVING ROCK AC TAPPS	\$ 20
HS		HS only	\$ 50		
Boerne	\$ 35			LUTHERAN HS TAPPS	\$ 20
Champion	\$ 35	GREAT HEARTS			
MS		MONTE VISTA 2A		LYTLE 3A	
Boerne North	\$ 35	HS and MS	\$ 20	HS and MS	\$ 20
Boerne South	\$ 20				
Voss	\$ 35	HARLANDALE 5A		MARION 3A	
		HS		HS and MS	\$ 20
COLE 3A		Harlandale	\$ 20		
HS and MS	\$ 20	McCollum	\$ 20	MEDINA VALLEY HS 5A	\$ 20
		MS		Loma Alta MS	\$ 20
COMAL ISD 6A		Harlandale	\$ 20	Medina Valley MS	\$ 20
HS		Kingsborough	\$ 20		
Davenport	\$ 20	Leal	\$ 20	NATALIA 4A	
Smithson Valley	\$ 35	Terrell Wells	\$ 20	HS and MS	\$ 20
MS					
Pieper	\$ 20	INCARNATE WORD		NAVARRO 4A	
Smithson Valley	\$ 35	HS only TAPPS	\$ 20	HS and MS	\$ 20
Spring	\$ 35				
		JOHN PAUL II		NIXON-SMILEY 3A	
COMFORT 3A		HS only TAPPS	\$ 35	HS and MS	\$ 35
HS and MS	\$ 35				
		JOURDANTON 3A		NORTHEAST 6A	
DEVINE 4A		HS and MS	\$ 35	HS	
HS and MS	\$ 35			Churchill	\$ 20
		JUDSON 6A		Johnson	\$ 20
EAST CENTRAL 6A	\$ 20	HS		LEE	\$ 20
MS		Judson	\$ 20	MacArthur	\$ 20
Heritage	\$ 20	Veterans Memorial	\$ 20	Madison	\$ 20
Legacy	\$ 20	Wagner	\$ 20	Reagan	\$ 20
		MS		Roosevelt	\$ 20
EDGEWOOD 5A		Judson	\$ 20	MS	
HS		Kirby	\$ 20	Bradley	\$ 20
Kennedy	\$ 20	Kittyhawk	\$ 20	Bush	\$ 20
Memorial	\$ 20	Metzger	\$ 20	Driscoll	\$ 20
MS		Woodlake Hills	\$ 20	Eisenhower	\$ 20
Brentwood	\$ 20			Garner	\$ 20
Gus Garcia	\$ 20	KERRVILLE TIVY 5A		Harris	\$ 20
Wrenn	\$ 20	HS only	\$ 50	Jackson	\$ 20

2022 SCHOOL DISTRICTS and SCHOOLS covered by SAVOA

NORTHEAST 6A	(cont)	PLEASANTON 4A		SCHERTZ CIBOLO 6A	
MS		HS and MS	\$ 35	HS	
Krueger	\$ 20			Clemens	\$ 20
Lopez	\$ 20	POTEET 4A		Steele	\$ 20
Nimitz	\$ 20	HS and MS	\$ 35	MS	
Tejeda	\$ 20			Corbett	\$ 20
Tex Hill	\$ 20	POTH 3A		Dobie	\$ 20
White	\$ 20	HS and MS	\$ 35		
Wood	\$ 20			SEGUIN 5A	\$ 35
		PROVIDENCE TAPPS		MS	
NORTHSIDE 6A		HS and MS	\$ 20	Barnes	\$ 35
HS				Briesmeister	\$ 35
Brandeis	\$ 20	RANDOLPH 3A			
Brennan	\$ 20	HS and MS	\$ 20	SOMERSET 5A	
Clark	\$ 20			HS and MS	\$ 20
Harlan	\$ 20	SAN ANTONIO CHRISTIAN			
Holmes	\$ 20	HS only TAPPS	\$ 20	SOUTH SAN 6A	
Jay	\$ 20			HS	
Marshall	\$ 20	SAISD 5A		SOUTH SAN	\$ 20
O'Connor	\$ 20	HS		WEST CAMPUS	\$ 20
Sotomayor	\$ 20	Brackenridge	\$ 20	MS	
Stevens	\$ 20	Burbank	\$ 20	Dwight	\$ 20
Taft	\$ 20	Edison	\$ 20	Kazen	\$ 20
Warren	\$ 20	Fox Tech	\$ 20	Shepard	\$ 20
MS		Highlands	\$ 20	Zamora	\$ 20
Bernal	\$ 20	Houston	\$ 20		
Briscoe	\$ 20	Jefferson	\$ 20	SOUTHSIDE 5A	\$ 20
Connally	\$ 20	Lanier	\$ 20	MS	
Folks	\$ 20	YWLA	\$ 20	Matthey	\$ 20
Garcia	\$ 20	MS		Southside MS	\$ 20
Hobby	\$ 20	Davis	\$ 20		
Jefferson	\$ 20	Harris	\$ 20	SOUTHWEST 5A	
Jones	\$ 20	Irving	\$ 20	HS	
Jordan	\$ 20	King	\$ 20	Southwest	\$ 20
Luna	\$ 20	Longfellow	\$ 20	SW Legacy	\$ 20
Neff	\$ 20	Lowell	\$ 20	MS	
Pease	\$ 20	Page	\$ 20	McAuliffe	\$ 20
Rawlinson	\$ 20	Poe	\$ 20	McNair	\$ 20
Rayburn	\$ 20	Rhodes	\$ 20	Resnik	\$ 20
Ross	\$ 20	Rogers	\$ 20	Scobee	\$ 20
Rudder	\$ 20	Tafolla	\$ 20		
Stevenson	\$ 20	Twain	\$ 20	STACY 2A	
Stinson	\$ 20	Whittier	\$ 20	HS only	\$ 20
Vale	\$ 20	Wheatly	\$ 20		
Zachry	\$ 20			STOCKDALE 3A	
				HS and MS	\$ 35



2023-2024 GIRLS VOLLEYBALL FEE SCHEDULE (Pg. 1)

First Dollar Amount Listed = Fee for One (1) Game Officiated with Mileage Fee Included
 Second Dollar Amount Listed = Fee for Each Additional Game Officiated

Each Game Per Official

**If a single official (no crew members) calls a contest, they are to be compensated 150% of the game fee.
 Click [HERE](#) to view the single official fee schedule.**

Type of Game	1 - 30.9 Miles	31 - 60.9 Miles	61 - 90.9 Miles	Over 91 Miles	
Varsity	\$90/\$70	\$105/\$70	\$120/\$70	Over 91 Mile Travel Range Game Fee & Mileage (A) All members of the officiating crew will receive the base game fee. Officials will be reimbursed portal to portal (round-trip travel from official's home address to venue address) one car at state rate, two cars at 75% of the state rate, or three cars at 60% of the state rate. Exception: When a seven-person crew is requested for a football game, two cars will be reimbursed at state rate, three cars at 67% of state rate, four cars at 50% of state rate, five cars at 40%. (i) Officials shall be paid based on the state travel reimbursement rate in effect on August 1st of the current school year. (B) A \$15.00 riders fee will be paid for contests over the 91-mile range. (C) Meals will be paid at \$15.00 during regular season games and \$30.00 during playoffs for travel over 91 miles. (D) By prior agreement between officials and school authorities, airfare may be substituted for automobile travel fee.	
Varsity: <i>Line Judges</i>	\$75/\$55	\$90/\$55	\$105/\$55		
Sub-Varsity: 2 out of 3 Sets	\$70/\$50	\$85/\$50	\$100/\$50		
Sub-Varsity: 3 out of 5 Sets	\$75/\$55	\$90/\$55	\$105/\$55		
Junior High (7 th & 8 th Grade)	\$65/\$45	\$80/\$45	\$95/\$45		
Junior High Developmental Sets Plus	\$25	\$25	\$25		
<i>*FEES FOR SUB-VARSITY AND JUNIOR HIGH LINE JUDGES SHALL BE MUTUALLY AGREED UPON BY THE CHAPTERS AND SCHOOLS INVOLVED.</i>					
Tournament – Varsity: 2 out of 3 Sets	\$80/\$60	\$95/\$60	\$110/\$60		
Tournament – Varsity: 3 out of 5 Sets	\$90/\$70	\$105/\$70	\$120/\$70		
Tournament – Sub-Varsity: 2 out of 3 Sets	\$70/\$50	\$85/\$50	\$100/\$50		
Tournament – Sub-Varsity: 3 out of 5 Sets	\$75/\$55	\$90/\$55	\$105/\$55		
Tournament: Junior High (7 th & 8 th Grade)	\$65/\$45	\$80/\$45	\$95/\$45		
<i>*TRAVEL FOR TOURNAMENTS SHALL BE PAID ONCE PER DAY ACCORDING TO THE MILEAGE RANGES OUTLINED IN 1204 (M).</i>					



2023-2024 GIRLS VOLLEYBALL FEE SCHEDULE (Pg. 2)

First Dollar Amount Listed = Fee for One (1) Game Officiated with Mileage Fee Included

Second Dollar Amount Listed = Fee for Each Additional Game Officiated

Each Game Per Official

**If a single official (no crew members) calls a contest, they are to be compensated 150% of the game fee.

Click [HERE](#) to view the single official fee schedule.**

Type of Game	1 - 30.9 Miles	31 - 60.9 Miles	61 - 90.9 Miles	Over 91 Miles
Pool Play: Varsity (Mini Games/2, Games 0-15)	\$65/\$45	\$80/\$45	\$95/\$45	Over 91 Mile Travel Range Game Fee & Mileage (A) All members of the officiating crew will receive the base game fee. Officials will be reimbursed portal to portal (round-trip travel from official's home address to venue address) one car at state rate, two cars at 75% of the state rate, or three cars at 60% of the state rate. Exception: When a seven-person crew is requested for a football game, two cars will be reimbursed at state rate, three cars at 67% of state rate, four cars at 50% of state rate, five cars at 40%. (i) Officials shall be paid based on the state travel reimbursement rate in effect on August 1st of the current school year. (B) A \$15.00 riders fee will be paid for contests over the 91-mile range. (C) Meals will be paid at \$15.00 during regular season games and \$30.00 during playoffs for travel over 91 miles. (D) By prior agreement between officials and school authorities, airfare may be substituted for automobile travel fee.
Pool Play: Sub-Varsity (Mini Games/2, Games 0-15)	\$60/\$40	\$75/\$40	\$90/\$40	
Pool Play: Junior High (Mini Games/2, Games 0-15)	\$60/\$40	\$75/\$40	\$90/\$40	
Playoffs: Bi-District	\$100/\$80	\$115/\$80	\$130/\$80	
Playoffs: Bi-District – Line Judges	\$80/\$60	\$95/\$60	\$110/\$60	
Playoffs: Area	\$110/\$90	\$125/\$90	\$140/\$90	
Playoffs: Area – Line Judges	\$80/\$60	\$95/\$60	\$110/\$60	
Playoffs: Regional Quarter-Finals	\$120/\$100	\$135/\$100	\$150/\$100	
Playoffs: Regional Quarter-Finals – Line Judges	\$80/\$60	\$95/\$60	\$110/\$60	
Playoffs: Regional Tournament	\$130/\$110	\$145/\$110	\$160/\$110	
Playoffs: Regional Tournament – Line Judges	\$90/\$70	\$105/\$70	\$120/\$70	
Playoffs: State Tournament	\$200/\$180	\$215/\$180	\$230/\$180	
Playoffs: State Tournament – Line Judges	\$140/\$120	\$155/\$120	\$170/\$120	



**SINGLE OFFICIAL FEE SCHEDULE
2023-2024 GIRLS VOLLEYBALL**

First Dollar Amount Listed = Fee for One (1) Game Officiated with Mileage Fee Included
Second Dollar Amount Listed = Fee for Each Additional Game Officiated

Type of Game	1 - 30.9 Miles	31 - 60.9 Miles	61 - 90.9 Miles
Single Official – Varsity	\$125/\$105	\$140/\$105	\$155/\$105
Single Official – Sub-Varsity: 2 out of 3 Sets	\$95/\$75	\$110/\$75	\$125/\$75
Single Official – Sub-Varsity: 3 out of 5 Sets	\$102.50/\$82.50	\$117.50/\$82.50	\$132.50/\$82.50
Single Official – Junior High (7 th & 8 th Grade)	\$87.50/\$67.50	\$102.50/\$67.50	\$117.50/\$67.50
Single Official – Tournament – Varsity: 2 out of 3 Sets	\$110/\$90	\$125/\$90	\$140/\$90
Single Official – Tournament – Varsity: 3 out of 5 Sets	\$125/\$105	\$140/\$105	\$155/\$105
Single Official – Tournament – Sub-Varsity: 2 out of 3 Sets	\$95/\$75	\$110/\$75	\$125/\$75
Single Official – Tournament – Sub-Varsity: 3 out of 5 Sets	\$102.50/\$82.50	\$117.50/\$82.50	\$132.50/\$82.50
Single Official – Tournament: Junior High (7 th & 8 th Grade)	\$87.50/\$67.50	\$102.50/\$67.50	\$117.50/\$67.50
Single Official – Pool Play: Varsity (Mini Games/2, Games 0-15)	\$87.50/\$67.50	\$102.50/\$67.50	\$117.50/\$67.50
Single Official – Pool Play: Sub-Varsity (Mini Games/2, Games 0-15)	\$80/\$60	\$95/\$60	\$110/\$60
Single Official – Pool Play: Junior High (Mini Games/2, Games 0-15)	\$80/\$60	\$95/\$60	\$110/\$60



VOLLEYBALL PAY SCALE 2022-23

Type of Game	1-30 Miles	31-60 Miles	61-90 Miles	91-120 Miles
Varsity	\$90/\$70	\$105/\$70	\$120/\$70	
Varsity: Line Judges	\$75/\$55	\$90/\$55	\$105/\$55	
Sub-Varsity: 2 out of 3	\$70/\$50	\$85/\$50	\$100/\$50	See Below
Sub-Varsity: 3 out of 5	\$75/\$55	\$90/\$55	\$105/\$55	
Junior High (7th & 8th Grade)	\$65/\$45	\$80/\$45	\$95/\$45	
Junior High Developmental Sets Plus	\$25	\$25	\$25	
* FEES FOR SUB-VARSITY AND JUNIOR HIGH LINE JUDGES SHALL BE MUTUALLY AGREED UPON BY THE CHAPTERS AND SCHOOLS INVOLVED.				
Tournaments – Varsity: 2 out of 3	\$80/\$60	\$95/\$60	\$110/\$60	
Tournaments – Varsity: 3 out of 5	\$90/\$70	\$105/\$70	\$120/\$70	

Tournaments – Sub-Varsity: 2 out of 3	\$70/\$50	\$85/\$50	\$100/\$50	
Tournament: Sub-Varsity: 3 out of 5	\$75/\$55	\$90/\$55	\$105/\$55	
Tournament: Junior High (7th & 8th Grade)	\$65/\$45	\$80/\$45	\$95/\$45	
<i>* MILEAGE FOR TOURNAMENTS SHALL BE PAID ONCE PER DAY ACCORDING TO THE MILEAGE RANGES OUTLINED IN 1204 (M).</i>				
Pool Play: Varsity (Mini Games/2, Games 0-15)	\$65/\$45	\$80/\$45	\$95/\$45	
Pool Play: Sub- Varsity (Mini Games/2, Games 0-15)	\$60/\$40	\$75/\$40	\$90/\$40	
Pool Play: Junior High (7th & 8th Grade) (Mini Games/2, Games 0-15)	\$55/\$40	\$75/\$40	\$90/\$40	
Playoffs: Bi- District	\$100/\$80	\$115/\$80	\$130/\$80	
Playoffs: Bi- District – Line Judges	\$80/\$60	\$95/\$60	\$110/\$60	
Playoffs: Area	\$110/\$90	\$125/\$90	\$140/\$90	
Playoffs: Area Line Judges	\$80/\$60	\$95/\$60	\$110/\$60	

Playoffs: Regional- Finals	\$130/\$110	\$145/\$110	\$160/\$110	
Playoffs: Regional – Line Judges	\$90/\$70	\$105/\$70	\$120/\$70	
Playoffs: Final Four	\$200/\$180	\$215/\$180	\$230/\$180	
Playoffs: Final Four – Line Judges	\$140/\$120	\$155/\$120	\$170/\$120	

Over 91 Mile Travel Range Game Fee & Mileage

(A) All members of the officiating crew will receive the base game fee. Officials will be reimbursed portal to portal (round-trip travel from official's home address to venue address) one car at state rate, two cars at 75% of the state rate, or three cars at 60% of the state rate. Exception: When a seven-person crew is requested for a football game, two cars will be reimbursed at state rate, three cars at 67% of state rate, four cars at 50% of state rate, five cars at 40%.

(A) Officials shall be paid based on the state travel reimbursement rate in effect on August 1st of the current school year.


(B) A \$15.00 riders fee will be paid for contests over the 91 mile range.

(C) Meals will be paid at \$15.00 during regular season and \$30.00 during playoffs.

(D) By prior agreement between officials and school authorities, airfare may be substituted for automobile travel fee.

SIGNALING PLAYER NUMBERS











Notes: (1) ----- means first show the top signal, pause, then show the bottom signal. (2): signals are shown from the giver's perspective.

0 and 00	1	2	3	4	5	6	7	8	9
									
10	11	12	13	14	15	16	17	18	19
									
20	21	22	23	24	25	26	27	28	29
									

30 – 39, 40 – 49, 50 – 59

60	61	62	63	64	65	66	67	68	69
									

Like 20 – 29, except using 3, 4, or 5 for the tens digit on the right hand. For example, 41 is

70	71	72	73	74	75	76	77	78	79
									

80 – 89, 90 – 99

80	81	82	83	84	85	86	87	88	89
									

Like 60 – 69, except using 7, 8, or 9 for the tens digits. For example, 91 is followed by

It is the desire of the Texas Association of Sports Officials (TASO) Board of Directors to collaborate with schools where excessive verbal and/or any physical abuse or threat of physical abuse of officials has occurred to provide a safe and more positive climate for all participants.

The TASO Board has adopted the following policy to combat the drastically increasing rate of excessive verbal and physical abuse (any level) of our members officiating junior/middle and high school athletic contests:

SECTION 1

The TASO Staff will review every Incident Report (IR) submitted.

At any point during a school year, if in any and all sports, an individual school receives:

(A) three (3) submitted Incident Reports, indicating excessive verbal abuse and/or physical abuse, including threats of physical abuse, directed toward the officials by any combination of players, coaches (of that game/match), or spectators:

OR

(B) one (1) submitted Incident Report, indicating excessive verbal abuse and/or physical abuse, including threats of physical abuse, directed towards the officials, by a game administrator, coach (not coaching in the game/match), athletic director, superintendent, school board member or other school employee:

If the criteria of either paragraph A or paragraph B are met, then the IRs will be presented to the TASO Presidents Council, consisting of the presidents of the Baseball, Basketball, Football, Soccer, Softball, Volleyball, and Water Polo Divisions to review the Incident Reports.

- If a majority of the Presidents Council deems that the IRs demonstrate a culture of failing to control the players, coaches, staff, or spectators by the school:
 1. The Chair of the Presidents Council will notify the TASO Executive Director, or his/her designee, of the Council's determination.
 2. The TASO Executive Director or his/her designee will notify the school's athletic director and/or superintendent requesting that the school respond with a detailed plan to control the unruly conduct of their players, coaches, or spectators within seven (7) days from the date of the notice.

3. The Presidents Council will review the school's response and determine:

- If the school's plan will adequately address the issues, the TASO Executive Director or his/her designee will so advise the school and continue to monitor for additional IRs.
- If the schools plan is not sufficient to control the unruly behavior or the school fails to respond, the TASO Executive Director, or his/her designee, will so advise the school and include recommended revisions.

4. For schools that ignore or fail to effectively address their negative culture of abuse, a notification will be sent indicating that effective on a certain date there will be no TASO officials, in any sport, assigned to home games for that school until the issues are satisfactorily addressed.

SECTION 2

To avoid unjustified Incident Reports filed by our members:

1. TASO will monitor the number and type of Incident Reports filed by our members.
2. If a member submits an excessive number of unjustified reports, TASO will review all reports filed by the member.
3. If it is determined the member has filed a number of unjustified Incident Reports, he/she will receive additional training on filing Incident Reports, and may be subject to disciplinary action.

Questions should be directed to Michael Fitch, TASO Executive Director, 214-390-5352, mfitch@taso.org.

R2R COMMUNICATION DEVICE POLICY

- *The use of headsets is not required and only used by mutual consent of the officials. Officials should inform coaches and address any questions they may have when headsets are used.*

Introduction

This policy addresses the use of Bluetooth-enabled headsets by volleyball officials. Headsets provide improved communication between the R1 and R2 by allowing direct verbal communication for the officials. This policy will address headset use during training and regular competition.

Background

Technological advances have become a part of the growing game of volleyball. Headsets for wireless communication have been used at the international and college level for several years with great success. Their use allows real-time direct communication to officiate a volleyball match more efficiently. Direct communication augments the discrete signals used by referees and may stop the instances where the R1 does not see the discrete signals provided by the R2. There are several manufacturers of headsets available from which to choose. Bluetooth-enabled headsets create a peer-to-peer connection which prevent others from hacking into the connection.

Guidelines

- Headsets do not replace any established signals the R2 uses.
- Use headsets when required during play but not for needless chatter.
- Use of Bluetooth enabled headsets that must be paired.

Use During Training

Chapters may use headsets to provide real time training of new officials. This may be done during off-season training sessions as well as during scrimmages. The use of two or three connected devices can allow a chapter trainer to guide a new official during live action. Immediate feedback to new officials can correct problems such as improper use of signals, back row attack violations, possible 4-hit violations, or position faults. This communication should be limited to critical corrections and not distract the new official from focusing on the match.

Use During Matches

Officials will provide the headsets and both officials must agree on their use. Officials should test connectivity and volume levels during warm-ups so there is no delay during the match. A thorough pre-match should be conducted by officials to include discussion on what will be communicated via the headset. Conversations between officials should be kept to a minimum and relate to the match in progress. Headsets are always open but there is a short delay from when a voice is first detected to when it is transmitted. The R2 may use the following verbiage guidelines during the match.

Situation	Suggested Verbiage
Libero handset in the front zone	LIBERO-LIBERO-LIBERO
Libero handset behind the attack line	GOOD-GOOD-GOOD
Illegal back-row setter	BACK-BACK-BACK
Reaching Over	OVER-OVER-OVER
Back-row player takes off on or in front of attack line	BACK-BACK-BACK
Back-row player takes off behind the attack line	GOOD-GOOD-GOOD
Successful pancake	GOOD-GOOD-GOOD
Unsuccessful pancake	DOWN-DOWN-DOWN
Slight touch at the block	TOUCH-TOUCH-TOUCH
Ball out, when line judge may have been screened	OUT-OUT-OUT
Illegal contact fault (ONLY if the R1's view is blocked)	BAD-BAD-BAD
Potential 4-hit violation - (ball did not contact blocker)	FOUR-FOUR-FOUR

Between rallies, the R1 and R2 can communicate pertinent information to each other. Some examples:

- Can confer regarding a specific rule.
- Can confer regarding a specific play.
- Substitution situations when both teams have a sub or one may be requesting a time-out.
- Request for delay or unsporting sanction on a team or player.
- Can confer as to the reason for a lengthy delay.

Summary

- Watch facial expressions as coaches and fans are always watching and may misconstrue what has occurred.
- Maintain professionalism at all times during the match. Conversations between officials may be heard by players standing near you.

Relaxed Hair Adornment, Uniform Rules Among Changes for High School Volleyball in 2022-23

By NFHS on February 10, 2022

Hair adornments such as beads are now legal in high school volleyball as long as they are securely fastened and do not endanger other players. This rule change, along with eliminating manufacturer reference size and quantity restrictions on uniform bottom waistbands, headline new rules adopted for the 2022-23 season.

In all, seven rules changes were recommended by the National Federation of State High School Associations (NFHS) Volleyball Rules Committee at its annual meeting January 16-18. All rules changes were reviewed and approved by the NFHS Board of Directors.

“Most of this year’s rules changes deal with the administrative side of things. The NFHS Volleyball Rules Committee really feels like the sport is in a great place,” said Jo Auch, assistant executive director of the South Dakota High School Activities Association and chair of the NFHS Volleyball Rules Committee. “The two changes of note relax restrictions on hair adornments such as beads, as well as the number of manufacturer logos on uniform bottoms. We’ve seen some different trends in these areas that helped lead to the changes we made. We feel pretty positive about them and believe coaches, officials and players will, too.”

To align officials’ rulings on flat barrettes and other hair adornments, the Volleyball Rules Committee eliminated size restrictions of 2 inches or less that were previously cited in Rule 4-1-6. The rule now allows for bobby pins, flat clips, flat barrettes and other adornments to legally be worn in the hair as long they do not present a safety hazard to the player, teammates or opponents.

The adoption of changes to Rule 4-2-1f presents student-athletes with the opportunity to wear uniform bottoms featuring multiple manufacturer logos, trademarks or references that exceed $2\frac{1}{4}$ inches on waistbands. Oftentimes, student-athletes are responsible for supplying their own uniform bottom. Given current trends in the sport of volleyball, the rules committee recognized the lack of uniform bottoms available to student-athletes without substantial manufacturer representation.

“The Volleyball Rules Committee took another step in creating a more inclusive environment within the sport by relaxing restrictions on hair adornments,” said Lindsey Atkinson, NFHS director of sports and liaison to the Volleyball Rules Committee. “It was extremely important to the rules committee to

create rules language that supported diversity of hair trends while minimizing the risk of injury to the athlete, teammates and opponents.”

Another focal point of the committee was the alignment of Rule 5-6-3b, e, and Rule 5-7-3e, addressing scorer and libero notification procedures. The committee’s actions eliminate the use of the sounding device when an improper server is used and aligns the notification to that of a discrepancy in the score, at which point the second referee is notified during the first dead ball.

Other changes adopted by the Volleyball Rules Committee include additional allowances for time-out and substitution-related requests by a head coach, assistant coach or playing captain.

Changes to Rule 11-2-1 now allow for verbalized requests for a time-out on a dead ball by the head coach or playing captain prior to the first referee’s signal for the ensuing serve. This allows the second referee to grant a time-out during a dead ball without visual signal when heard verbalized by a head coach or captain and not require the visual signal.

The introduction of new language to Rule 12-2-5a clarifies that assistant coaches may ask the second referee for the number of their team’s substitutions during a dead-ball situation. Previously, the rule allowed for assistant coaches to review the accuracy of the score, verify the number of time-outs, request the serving order of the assistant coach’s team, and verify the proper server for the opponent.

A complete listing of the volleyball rules changes will be available on the NFHS website at www.nfhs.org. Click on “Activities & Sports” at the top of the home page and select “Volleyball.”

According to the most recent NFHS High School Athletics Participation Survey, volleyball is the second-most popular sports for girls (trailing track and field) with 452,808 participants in 16,572 schools nationwide. In addition, there are 63,563 boys participating in the sport at 2,692 schools, and 25 states conduct state championships in boys volleyball.



2023-24 VOLLEYBALL RULES CHANGES

2-1-9 (NEW), 12-2-5: Creates a coaching zone defined by the libero replacement zone extending beyond the end line and sideline extended.

Rationale: Defines and clarifies the area in which coaches may stand.

4-1-7: Allows small, secured stud or post jewelry to be worn above the chin.

Rationale: Maintains consistency with current trends of other NFHS and volleyball rules codes.

4-2-4b: Eliminates the use of uniform numbers with a leading zero (01, 02, 03, etc.) beginning in 2028.

Rationale: Clarifies legal numbers and eliminates confusion when signaling while aligning with other rules codes.

10-2-1: Allows requests for substitution by the head coach to be signaled or verbalized.

Rationale: Creates consistency by allowing either a verbal or non-verbal signal for as substitution.

12-2-6: Establishes that one assistant coach may stand within the coaching zone to provide instruction during dead-ball situations **only**.

Rationale: Allows an assistant coach to stand and coach during dead-ball situations in addition to the head coach. The assistant coach that stands may change throughout the match, but only one can stand at a time.

2023-24 Volleyball Editorial Changes

2-1-1, 2-1-3, 2-1-4, 2-1-5, 2-1-6, 10-2-1

2023-24 Volleyball Points of Emphasis

1. Using the Lineup Card Effectively
2. Coaches Zone Privileges



2023-24 POINTS OF EMPHASIS

Using the Lineup Card Effectively

According to the NFHS Volleyball Case Book and Officials Manual, “The lineup card is a tool to assist the second referee. The lineup card is to be used to record the starting lineup and verify each team’s lineup at the start of the set. If the lineup is recorded in serving order, the second referee must remember that the receiving team’s first server will begin in the right front position.” Early in the season, while checking the lineup for each set, the second referee can ask the receiving team’s Right Front, “You are your team’s first server, correct?”

Information to be kept on the lineup card may include serving order, substitutions, time-outs, captain, player identification (like circling the back-row setter) and yellow/red cards.

Starting the Set:

- Use or create a succinct lineup card for checking the team’s starting positions prior to each set.
- Encourage the scorer to check each team’s lineup as you verify the player’s positions.
- From the sideline, check the lineup of the receiving team, leaving the game ball at the officials’ table. Avoid pointing at each player while verifying their order. Identify the captain for the first referee. If a libero is being used, authorize the libero by using the authorization signal. Repeat the protocol while checking the serving team from their sideline.
- Retrieve the game ball from the officials’ table and toss the ball to the first server.
- Quickly scan both benches to ensure that all practice balls are secure, and the playing surface is safe.
- Place your lineup card and writing utensil in your pocket. Take the ready position on the receiving team’s side, face the court with shoulders parallel, make eye contact with the first referee and signal “ready” by extending the arm farthest from the net toward your partner.

During the Set:

- Some second referees are very quick and smooth recording information, and immediately return their card/pencil to their pocket. This process should not be a distraction.
- Upon contact of the serve, move immediately to the blocking team’s team side of the net and continue to transition as the rally continues.
- If the second referee whistles a fault, step to the side at fault and signal the fault, then mimic the first referee’s point signal. If the first referee ends play, many second referees get to the fault side and mimic their partner’s signals.
- Refrain from signaling with a lineup card and pencil in your hand(s).
- During a substitution, the second referee whistles two short blasts and signals once a substitution has been requested. If you record the substitution on the lineup card, take the card and pencil out of your pocket and allow the substitute to enter. While recording, look over your shoulder to ensure that the scorer has the entry/entries.
- Get to the receiving team’s side, finish recording quickly, put the lineup card/pencil away and give the game back to the first referee.
- Refrain from giving the ready signal to your partner if you are still recording information, and continue recording, as the first referee will authorize the serve and you will not be prepared to observe potential illegal alignment.

The second referee should not hinder the tempo and pace of the match. If using a lineup card between plays, the second referee should be efficient and work to expedite their recordings.

The more knowledgeable a second referee becomes of the game, the less they will be dependent upon the lineup card to recognize infractions such as illegal alignment, improper server, and improper substitutions. Experienced officials who study and understand rotations will be able to anticipate the potential alignment issues based upon a team's offense and use the card to reinforce their understanding. Second referees still learning the complexities of different rotations must use the card to build confidence in recognizing such infractions while continuing to study the nuances of the sport.

Coaching Zone Privileges

It is important for both coaches and officials to understand the privileges coaches have when instructing their teams and what actions could jeopardize such privileges. The expanded coaching zone and assistant coach privileges created an opportunity for the committee to emphasize the rules related to coaching privileges.

One assistant coach may stand within the coaching zone during dead-ball situations. This new rule allows one assistant coach to communicate with players during a dead-ball. The intent of this rule change is to allow specialized coaching between points.

Before the Match

The pre-match conference will provide an opportunity for the officials to meet the head coach from each team participating in the match. Each team may have one or more assistant coaches. If multiple levels are competing on a given night, not only will you see assistant coaches on the bench, but other head coaches from various levels within the program as well. It is important that the referees identify the designated head coach for the current match and remind the head coach that only one assistant at a time may stand during a dead ball.

During the Match

Only the head coach for the match is allowed to stand in the coaching zone. The new allowance permits the head coach to stand and coach beyond the libero replacement zone, past the end line, not to cross the sideline extended. One assistant coach can stand with the head coach to coach players but only during a dead-ball situation.

Once the first referee extends an arm for the authorization of serve, the assistant coach must return to the bench and may not stand again until the next dead ball. Assistant coaches may not address officials, except to review the score, verify the number of time-outs and/or substitutions used by their team, request serving order of their team, or verify the proper server for the opponent.

If this privilege is abused by multiple assistant coaches standing to coach players or by one or more assistant coaches standing to communicate with officials, a yellow card will be assessed. Continued unsporting behavior will result in a red card and all coaches must remain seated for the remainder of the match.



Tax Information for Refs

As a sports official you are an Independent Contractor and have certain responsibilities to report income; this should be discussed with your tax preparer, accountant or other professional. More information can be found at this IRS site: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Independent-Contractor-Defined>.

As an Independent Contractor you work for school districts and private organizations, and not for SAVOA or TASO, so you will need to fill out “payment paperwork” and submit a W-9 to each entity you work for as an official. The IRS W-9 form (required to work for others) can be found at <https://www.irs.gov/pub/irs-pdf/fw9.pdf> and the TASO “INVOICE FOR MATCH OFFICIATING SERVICES” can be found at https://www1.arbitersports.com/Groups/103074/Library/files/22_TASO_VB_Pay_%20Sheet-Regular_%20Season-Fillable.pdf under the tab “forms” and then “07-22 2022 TASO Pay Sheet (PDF version).” Many school districts will have their own form for you to additionally fill out (don’t argue, just fill it out). In Texas all Independent Contractors work at their choice, so keep your Arbitersports blocks up-to-date. Keep track of your income as your tax preparer may advise.

At tax time be prepared to deduct your business expenses. This will include uniforms, non-reimbursed travel and mileage, equipment, meals, some percent of your phones and internet service used in connection with officiating, scheduling fees, and more. Some have recommended you develop a spreadsheet for tax preparation--consult with your tax accountant on the format and keep it updated--so, at tax time, you are ready to report income and expenses. Be very vigilant about keeping good records on your mileage, and get some advice if you are not sure on how to account for it. You can use the IRS standard mileage rates, and more information on this can be found at: <http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates>. There is also help with IRS per diem rates for meals and more at: <http://www.gsa.gov/portal/category/100120>.

Be mindful we at SAVOA are not tax accounting specialists and we provide this information as a way of having you begin the process of deciding with your professional advisor on what to do, record and report with the IRS. Remember if you get a Form 1099 from a school district or any entity, it has also been reported to the IRS. Good luck!



Department of
Accounting Services

North East Independent School District

8961 TESORO DRIVE - SAN ANTONIO, TEXAS 78217

ATTENTION: ACCOUNTS RECEIVABLE

RE: DIRECT DEPOSIT PAYMENTS

In order to reduce costs and take advantage of any terms discounts offered by our vendors, North East I S D is pleased to offer ACH (direct deposit) payments to our vendors. There are many benefits to you for taking advantage of this automated method of receiving payments, including:

No Service Charge - Faster Payment - Avoid Theft and/or Fraud - Save Valuable Time - Environmentally Friendly - Immediate Cash Access - Email Notification of Payment Detail - Payments are deposited directly into your bank account.

We encourage you to take full advantage of ACH payments and sign up today! Here is how to get started: Complete the enclosed North East I S D Direct Deposit Form, **attach a voided check or letter from your financial institution verifying the account and routing numbers (if available)**, then email the forms to: Sandra Calvo at scalvo@neisd.net, or fax them to Sandra's attention to

(210) 804-7122 or mail to:

North East I S D
Attn: Sandra Calvo - Accounts Payable
8961 Tesoro Dr #207
San Antonio, TX 78217

North East I S D also offers payments by American Express and Visa, if you would like more information about these payment methods let us know and someone will contact you with the details. We look forward to providing you with this beneficial service.

Sincerely,

Sandra Calvo

Accounts Payable Compliance Technician- Office of Accounting Services

Finance & Accounting Services Division of Business Services

(210) 407-0521



North East Independent School District

8961 TESORO DRIVE – SAN ANTONIO, TEXAS 78217-6225

Yes I would like to participate in your direct deposit program
Please send me information on payments by American Express
Please send me information on payments by Visa

If you checked "yes" above, please complete this form, **attach a voided check or bank verification letter (if available)** and return it by:

Email: Sandra Calvo at scalvo@neisd.net OR

Fax: Attention Sandra Calvo (210) 804-7122 OR

Mail: North East ISD
8961 Tesoro Dr., Suite 207
Attn: Sandra Calvo - Accounts Payable
San Antonio, TX 78217

Vendor Name: Michael Davis (TASS) Vendor # _____ (NEISD internal use)

E-mail Address **Required** mikedavis.msdc@gmail Contact Person: Sch 210 9021131

Tax Identification Number/Social Security Number 638-07-1391

Authorization for Direct Deposit: I hereby authorize the North East ISD Accounting Services Office to deposit all payments from NEISD to my financial institution electronically. I further understand and agree that NEISD will reverse any payments made to my account in error. I authorize NEISD to take any necessary action solely for the purpose of accomplishing any error reversal.

Authorized Signature: *Michael Davis* (Signature Required)

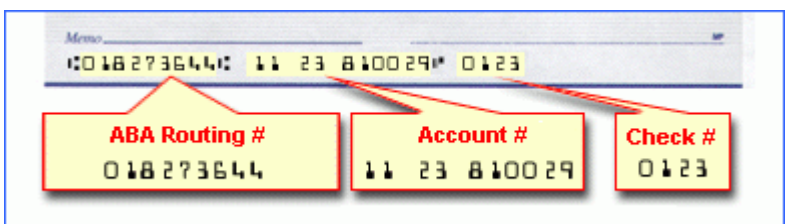
Type of Account: Checking Savings

Account Number 02730 28197

ABA Routing Number 314074269

Financial Institution Name USAA FSB

It is a requirement to attach a voided check or letter from your financial institution verifying the account and routing numbers (if available)



g number.

**SWISD ATHLETIC OFFICIALS
- SOUTHWEST HS**

SIGN IN

**ALL GAME OFFICIALS MUST SIGN IN ON
THIS FORM**



**OFFICIAL SIGN IN
SOUTHWEST HS**



SCAN QR CODE

SWISD ATHLETIC OFFICIALS
- SOUTHWEST LEGACY HS

SIGN IN

ALL GAME OFFICIALS MUST SIGN IN ON
THIS FORM



OFFICIAL SIGN IN
SOUTHWEST LEGACY
HS



SCAN QR CODE

**SWISD ATHLETIC OFFICIALS
- AQUATICS & MIDDLE
SCHOOL**

SIGN IN

**ALL GAME OFFICIALS MUST SIGN IN ON
THIS FORM**



**OFFICIAL SIGN IN
AQUATICS & MIDDLE
SCHOOL**



SCAN QR CODE