

**North Texas Chapter
Texas Association of Sports Officials
Board of Directors Policy**

Crew Chief Responsibilities

1. OBJECTIVE
The objective of this policy is to ensure that each crew has one person responsible for the conduct, appearance and performance during the assigned football game.
2. APPOINTMENT
The Executive Secretary will designate an official for each position in all games scheduled. The Referee shall be the crew chief for all varsity games assigned.
3. PRE-GAME DUTIES
 - a. The crew chief shall be responsible for making arrangements for travel to the game site or meeting at the game site no later than two (2) days prior to the game for varsity games. The crew chief shall be responsible for delivering pay information to the proper administrator for varsity and sub-varsity games. Crew members not in contact with the crew chief two days prior to the game are responsible for confirming game arrangements with the crew chief.
 - b. It is recommended that the crew be at the varsity game site two (2) hours before game time, however, no less than one hour and thirty minutes (1:30) is acceptable. Crew members, who may be delayed for excusable reasons, must notify the crew chief prior to the departure time or as soon as the delay happens.
 - c. On arrival at the game site, the crew chief shall meet with each coach to conduct the coaches' pre-game conference and deliver crew information.
 - d. Following the coaches conference, the crew chief, or his designated representative, shall provide to the crew pertinent game information and arrival time on the field.
 - e. The crew chief shall contact the game Administrator and security personnel. The crew chief shall report a lack of security and any other problems with the game administrator to the Executive Secretary immediately after the game.
4. POST-GAME DUTIES
 - a. The crew chief shall report to the Board any incidents of official misconduct as well as violations of the dress code, tardiness, etc.
 - b. The crew chief is responsible for reporting any incidents of misconduct by a coach, player or team supporter
 - c. The crew chief will complete the game foul report plus any other reports required by the Board and submit them to the Executive Secretary online no later than the next regular scheduled chapter meeting.
5. ADDITIONAL DUTIES
 - a. The crew chief shall be the official spokesman for the crew if a situation arises that needs to be addressed as a crew.
 - b. The crew chief shall carry out any other assignments that may be required by the Board.

This policy was adopted and approved by the Board of Directors on November 7, 2016.

Keith Schoby
President