

## RGV Sub Assigner Secretary Agreement 2021-2022 Season

1. Fee for assigning services rendered is \$1.50 per game assigned with services paid in mid-season and the remaining half paid after the season concludes.
2. Sub assigner is to comply with all aspects of the assigning duties as designated by the Board of Directors which is provided by the Constitution, Article 5 – Officers and Board of Director’s Duties, Section 7 which states “The Board of Directors shall be empowered to hire and enter into salary agreement with an individual or individuals for the purpose of assisting the Chapter in the assignment of all games officiated by the Chapter. These individuals will be named the Assigning Secretary and the Sub-Varsity Assignment Director(s), and they may be either a member or non-member of the Chapter. Both the Assigning Secretary and the Sub Varsity Assigning Director(s) will be under the direct control of the Board of Directors. The Board of Directors will determine their duties and responsibilities in the appropriate Assigning Secretary’s agreement.
3. **Sub-varsity and middle school games are to be assigned a maximum of one week prior to the game date via The Arbiter Assigning Program with the provision of being reviewed, should review be desired or requested by the Assigning Committee (President, 1<sup>st</sup> VP, 2<sup>nd</sup> VP).**
4. Sub Assigners are only to use the Arbiter program to assign to schools/games that the RGV Chapter services. Assigning orally, written note, via email (absent Arbiter), by phone, call or text is not permitted.
5. Sub Assigners are not to force assign an official to scratch a date without obtaining permission from the official and allowing the official to remove the scratch date himself/herself first.
6. Sub Assigners are not to, in any way (orally, written, directly or indirectly) limit the ability of any official to determine which games the official can choose to service. Officials are independent contractors who are able to officiate in any area or school district the official chooses without fear of repercussions from the Sub Assigner.
7. Sub Assigners are not to assign themselves or others to school/districts in which the Board of Directors have not designated the Sub Assigner as having the assigning rights.
8. **Sub Assigners are not to allow another individual to assign or provide a list of officials to assign who are not authorized or designated by the Board of Directors which is to include non-district, district, and tournament games.**
9. **In Sub Varsity games, the Sub Assigning Secretaries will make efforts to avoid assigning the same officials to consecutive game dates at the same school site or school schedule.** Assigning specific officials to the same school/schedule for the entire season is prohibited. Assigning officials to more than three (3) consecutive tournament games is to be discouraged as it does not serve the school, coach, players, or the official with the best environment.
10. A written report is to be filed with the Recording Secretary and Treasurer every two (2) weeks of those officials who fail to accept an assignment on a timely basis (3 days), decline an assignment, failed to report for an assignment, return a game after acceptance, or arrive late for an assignment as designated by the Board of Directors – 30 minutes for sub varsity games.
11. **When an official fails to accept an assignment on a timely basis as set forth by Chapter policy three (3) days (72 hours), he/she will be replaced by the next available official by the Arbiter program.**
12. **Sub Assignor** will forward all written reports to President within two (2) days of the act that precipitated the report – example being a UIL incident report. Oral notification will occur within twelve (12) hours of the incident. Sub Assignor is expected to insure the officials comply with the UIL requirements for a written report (2 working days) to be submitted in case of ejection of coach, player, fan, or any other major incident.
13. Only officials who have met the UIL/TASO/Chapter policy of game qualified eligibility will be assigned to sub varsity assignments.
14. Failure to abide by the Sub Assigner agreement may result in the inability to continue with the responsibilities of the position.