

# **T.A.A.F. Manual of Procedures**

## **Table of Contents**

<b>Table of Contents – Manual of Procedures</b>	<b>107</b>
<b>Article 1 Purpose</b>	<b>108</b>
<b>Article 2 General Participation Requirements</b>	<b>108</b>
<b>Article 3 Youth Sports Coaching Requirements</b>	<b>109</b>
<b>Article 4 Team Sport Requirements</b>	<b>110</b>
<b>Article 5 Individual Sport Requirements</b>	<b>112</b>
<b>Article 6 Church Sports</b>	<b>114</b>
<b>Article 7 Official’s Registration Procedures</b>	<b>114</b>
<b>Article 8 Hosting a Regional Tournament</b>	<b>115</b>
<b>Article 9 Hosting a State Tournament</b>	<b>116</b>
<b>Article 10 T.A.A.F. Teams</b>	<b>119</b>
<b>Article 11 Hall of Fame Selection Procedure</b>	<b>122</b>
<b>Article 12 Recognition and Awards</b>	<b>124</b>
<b>Article 13 Suspension and Review</b>	<b>126</b>

## ARTICLE 1 PURPOSE

- 1.1 This Manual of Procedures has been developed out of awareness of a real need in our Federation for some degree of standardization and continuity of our work. The Manual should be considered as a guide and subject to constant revision in order to better serve the needs of those who will be using it.
- 1.2 T.A.A.F. recognizes the divisions of championship play as stated in the Sports Rules.

## ARTICLE 2 GENERAL PARTICIPATION REQUIREMENTS

No player shall be eligible to play in any T.A.A.F. sport unless the player meets all of the following rules:

- 2.1 Must be an amateur in said sport and shall receive no pay to play for any team. An amateur is defined as "one who engages in sport for pleasure and for the physical, mental or social benefits, which he or she derives from that sport and to whom the sport is nothing more than an avocation."
- 2.2 Any player who has played professional sports shall be ineligible to participate in that sport for one (1) year after his last day as a member of a professional team. This rule shall not conflict with the AABC rules in baseball.

Note: The protesting individual(s) bear the entire burden of proof regarding a player's participation as a member of a professional team. The T.A.A.F. state commissioner has the final authority to accept or reject the protesting individual(s) proof.

- 2.3 Meets all team qualifications in MOP Article 4.
- 2.4 Does not play under an assumed name.
- 2.5 In order to compete in any T.A.A.F. play, a foreign player must reside in the state of Texas continuously for a minimum period of one (1) year prior to being eligible to play.

Exception: Men's and women's fast pitch foreign softball players' eligibility will be determined by the national governing body of softball. To be eligible to participate in T.A.A.F. softball, a copy of any document required to be on file by the NGB for softball must also be filed with the T.A.A.F. state office. The same filing deadline applies for the NGB and T.A.A.F.

- 2.6 An adult player may play on more than one team within a region, but must choose one team as his/her own prior to T.A.A.F. championship play.
  - .01 No player may be on more than one roster, in a T.A.A.F. division, during T.A.A.F. championship play (region and state tournaments).
  - .02 A player must be on the sports roster by the deadline state in the participant guide.
- 2.7 A player forced to transfer from one region to another by his employer may participate in the new region providing the player has been employed by the firm for at least one (1) full year prior to the transfer and the player remains employed by the same firm.
- 2.8 Individual sport participants must reside in the state of Texas.
- 2.9 The team or individual attempting to qualify for state competition must attempt to qualify through the regional qualifier of the region in which they are registered. No participant in an individual sport or a team in team sports may attempt to qualify through more than one city, region or affiliate. Should any team or individual be discovered in violation of this rule, he/she/they shall be disqualified from that sport for that year.

- 2.10 Any region competition must take place within the established boundaries of the assigned region. If it becomes necessary to host a region competition outside of the designated boundary, prior written consent is required by the region in which the event is being held.
- 2.11 Player identification:
- .01 A player must be prepared, at all times, to provide proof of identification. A driver's license or comparable identification, which includes a current photograph and signature, is acceptable.
  - .02 A player must be prepared, at all times, to provide proof of age when participating in T.A.A.F. sports categorized by age classifications or divisions. A driver's license or copy of a birth certificate from the Bureau of Vital Statistics is acceptable.
  - .03 A player failing to provide appropriate proof of age or identifications, when requested by a meet director, tournament director or state commissioner, may be declared ineligible and the team/player subject to disqualification.
- 2.12 All teams must wear like colored, non-duplicated numbered jerseys for regional and state tournaments.
- 2.13 All participants in adult team sports must have attained the age of sixteen (16) prior to the registration date for teams in that sport, unless specific sport regulations provide otherwise.
- 2.14 Age determination for youth sports

Sport	Age Determining Date
Basketball (Boy's & Girl's Winter)	September 1 of current school year
Basketball (Boy's & Girl's Summer)	September 1 of current calendar year
Boxing	Based on age as of the Games of Texas
Cheerleading	September 1 of current year
Flag Football – youth	September 1 of current year
Golf – youth	September 1 of current year
Gymnastics	January 1 of the year of competition
Inline Hockey	September 1 of current year
Kickball – Youth	September 1 of the current school year
Softball – Youth	December 31 of current year
Swimming – Summer	June 1 of current year
Swimming – Winter	Age as of the Winter Games of Texas swim meet
Tennis	Age as of Games of Texas dates
Track and Field	Based on year the athlete was born
Volleyball – Youth	September 1 of current school year

### ARTICLE 3 YOUTH SPORTS COACHING REQUIREMENTS

- 3.1 All coaches that are participating in regional and state competitions representing TAAF member cities, or affiliates, must be approved through a criminal background check process. Only the TAAF certified criminal background check program will be accepted. No other criminal background check programs will be accepted. If a coach fails the TAAF certified criminal background check then they would be deemed ineligible to coach. A member city (under official city accounts only) may submit affidavits.
- 3.2 Coaches can be approved through two options:
- 3.2.01 Approved through the TAAF state office background check process
  - 3.2.02 Approved by the TAAF member city by signing the "TAAF coaches background check affidavit" confirming that checks were completed at the local level. This can only be done by a "member city" under an official account only by completing the affidavit form.
- 3.3 All coaches must be approved prior to registering for any regional or state competition

- 3.4 Coaches representing swim or track must be approved by June 30<sup>th</sup> or two weeks prior to competition whichever comes first
- 3.5 TAAF approved coaching status is valid for 1 year. Coaches can re-certify following the process outlined above
- 3.6 TAAF gymnastic coaches should follow the coaching background rules outlined in the gymnastics sports rules

## ARTICLE 4 TEAM SPORT REQUIREMENTS

### 4.1 Team Sports

#### .01 Deadline for T.A.A.F. Registration:

Sport	Deadline
Basketball - Adult	One Business Day after the State Tournament Entry Deadline
Basketball - Winter - Youth/High School	January 15
Flag Football - 8 on 8	November 1
Flag Football - 4 on 4	March 1
Flag Football - Youth	November 1
Hockey - In-line	Register at State Tournament
Kickball	Register at State Tournament
Soccer	Register at State Tournament
Softball - Spring/Summer - Adult/Youth	June 1
Softball - Fall	Register at State Tournament
Volleyball - Adult	Register at State Tournament
Volleyball - Sand	Register at State Tournament
Volleyball - Youth	April 15

### 4.2 Team Fees:

#### .01 Member Cities and Affiliate Members will pay the following registration fees to T.A.A.F.:

- All Sport Fee: \$15 per team if all teams within that given sport are registered. (Example: Youth Basketball, Adult Flag Football.)
- Unattached Sports Team Fee: \$25 per team if not all teams within a given sport are registered, those teams are considered unattached and will not be eligible for the lowest level of play in that sport if multiple levels of play are offered.

\*Region registration fees may be added to the state team registration fees up to \$2.00 per team

#### .02 REGION MEMBERSHIP FEES:

- a. Regions that charge a fee in excess of the state fee may not exceed that fee by more than \$2.00 / team.
- b. Regional membership fees may not exceed \$25.00
- c. Any fee proposal exceeding the above limits must be approved by the executive board.
- d. Any region charging a regional fee must provide the T.A.A.F. State Office proof that they have a federal tax identification number by January 2nd of the current year.
- e. Regional fee schedule must be submitted to the T.A.A.F. State Office seven (7) days prior to the January 2005 board meeting and at the annual meeting in 2006 and thereafter.

#### .03 Insurance may be purchased for an additional fee. Contact the T.A.A.F. state office for fees and enrollment information.

- .04 A late fee of up to twenty-five dollars (\$25.00) per team may be charged to any athlete registration, event entry, or change to an event entry after the deadline date.
- 4.3 Unattached Teams (adult and youth sports only):  
The fee for an unattached team are fifty (\$50) per year. This fee allows the unattached team to participate in the highest division of adult and youth team sports
- .01 Teams playing in a T.A.A.F. league cannot register as an unattached team.
- 4.4 Registration Requirements
- .01 Member Cities/Affiliate Members/Unattached Teams must furnish the following to the T.A.A.F. State Office by the registration deadline date:
- f. One (1) copy of the league registration form, including division codes
  - g. One (1) copy of the team registration form
  - h. All registration fees
- .02 Team registrations must be certified by the city where they compete, if a Member City. An Affiliate Member will mail their registrations directly to the T.A.A.F. State Office.
- 4.5 Team Roster Requirements
- .01 To advance in T.A.A.F. championship play, each team will be required to submit a complete team roster as follows:
- a. It must be written or typed on an approved T.A.A.F. team roster form. Exception: Softball rosters may be submitted on the official roster from the national organizations whose rules are governing the state tournament (i.e. ASA, USSSA)
  - b. Each individual listed on the roster must sign it in ink.
- .02 Member Cities and Affiliate Members are required to submit team rosters for those teams advancing to championship play.
- .03 It is recommended that all youth teams advancing to a state tournament have a minimum of one (1) T.A.A.F. approved national certified coach, to be listed on the team roster.
- 4.6 Returning Teams
- .01 All T.A.A.F. team champions (except youth basketball) shall be eligible to return to the state tournament as defending champions, provided they have not been reclassified and have the following minimum returning players:
- |                     |            |
|---------------------|------------|
| SOFTBALL SLOW PITCH | 10 PLAYERS |
| SOFTBALL FAST PITCH | 9 PLAYERS  |
| FLAG FOOTBALL       | 6 PLAYERS  |
| BASKETBALL          | 4 PLAYERS  |
| VOLLEYBALL          | 4 PLAYERS  |
- 4.7 Region/State Tournament Participation
- .01 Sport Penalty
- a. Gymnastics only: Failure to register a gymnast with T.A.A.F. prior to competition will result in a fine of \$100 assessed to the gym for each unregistered gymnast
  - b. Gymnastics only: Failure to have a gymnast ranked by the January 1 deadline will result in a late fee of \$25.

- .02 In order to be eligible to compete for state honors, each team must have:
- Registered with T.A.A.F. by the deadline date.
  - Fulfilled all roster requirements as specified by the Member City, or, if an Affiliate or Unattached Team, by the Regional Director.
- .03 To enter a regional tournament, the local T.A.A.F. Member City representative must certify the roster. The roster must be submitted to the regional tournament director (adult men's basketball and flag football only) prior to the deadline established by the region.
- .04 To enter a state tournament, the regional director must certify the roster, including if from another organization (i.e. ASA, USSSA). Note: this is NOT the regional tournament director. The roster must be submitted to the state tournament director prior to the state deadline.
- Affiliate and Unattached teams need to check with the T.A.A.F. state office for their requirements.
- .05 Each Member City will have the right to advance any team that has registered with T.A.A.F. in all team sports except the following sports/classifications:
- Men's 8 on 8 Flag Football
  - Youth Flag Football
  - Winter Youth Basketball
- .06 The state tournament director may or may not limit the number of teams that are accepted in the state tournament. The state tournament director must accept a minimum of 20 teams in each division of youth and adult basketball and youth or adult volleyball. The state tournament director must accept a minimum of 32 teams in each division of adult or youth flag football and adult or youth softball.
- In the Men's and Youth Flag Football State Tournaments and Girls Fast Pitch Softball Tournaments each Member City member will have the right to advance one (1) T.A.A.F. registered team to participate in the T.A.A.F. State Championship Tournament. The state tournament host city will have the authority to accept additional teams, if team registrations for the state tournament from the "automatic berths" do not fill the tournament.
  - The teams in the Winter Youth State Basketball Tournament must qualify through regional tournament. The Winter Boys and Girls State Basketball Commissioners will set the number of teams that qualify for the Winter Youth State Basketball Tournament. The State Commissioners and State Tournament Directors will determine the total number of teams accepted in the Boys and Girls Winter State Basketball Tournaments.
- .07 In a regional or state T.A.A.F. tournament, any team that fails to show up may be suspended from T.A.A.F. play for one year unless the team notifies their regional director and the state tournament director of their intent to be a no show. This notification must be made prior to the start of the tournament. This rule applies to every participant; all team members and all coaches, on the official team roster.

## ARTICLE 5 INDIVIDUAL SPORT REQUIREMENTS

- 5.1 Individual Sports: Individual sports included participants in boxing, golf, gymnastics, swimming, tennis, and track & field. Individual sport registration will be done online at [www.T.A.A.F.com](http://www.T.A.A.F.com). Individual athletes must register with T.A.A.F. prior to the athlete's participation in any T.A.A.F. meet/tournament on a local or regional level.

- .01 Deadline for T.A.A.F. Registration is determined by the regional and state tournament dates-

Boxing	Games of Texas Entry Deadline
Golf	Games of Texas Entry Deadline
Gymnastics	January 1

Swimming - Summer	June 15
Tennis	June 15
Track & Field	June 15

- .02 The registering city or affiliate shall send a signed individual waiver or a signed individual sports participant waiver to the T.A.A.F. state office.
- .03 The determining factor of which city/organization/region an individual will represent in their attempt(s) to qualify for state level competition is based on the city/organization/region they declare at the time of registering online with T.A.A.F..
- This rule is to allow individuals to compete outside of their city of residency due to the fact they are participating with another city or organization's program on an ongoing basis.
  - It is NOT the intent of this rule to allow teams as a whole, to compete in or represent other cities/regions due to the location of the regional meets, changes in individual schedules or other such situations.
- 5.2 Individual Registration Fees
- .01 The participant fee for T.A.A.F. individual sports shall be ten dollars (\$10.00).
- A late fee of five dollars (\$5.00) per individual may be charged to any registration after the deadline date.
  - Regions may add a regional individual sports registration fee of up to \$2.00 per individual.
- .02 Unattached Individual Participants: The fee for an unattached participant are twenty dollars (\$20.00) per year, prior to June 16<sup>th</sup>. Unattached participants registered AFTER June 15<sup>th</sup> will be twenty-five (\$25.00) per year. Payment of this fee allows the unattached member to participate in T.A.A.F. individual sport programs and includes the cost of the individual sport fee of \$10.00.
- Unattached athlete is a singular registration, thus they are ineligible for team events (i.e. relays). Additionally, unattached athletes do not get all privileges of teams (i.e. coaches passes or other similar team privileges).
- .03 Insurance may be purchased for an additional fee. Contact the T.A.A.F. state office for fees and enrollment information.
- 5.3 Regional Tournament/Meet Registration: Cities, Affiliates and Unattached Participants are required to comply with all requested information and fees as set forth by the Participant Guide regional tournament/meet director.
- .01 Maximum regional meet entry fee for track & field and swimming shall be \$10.00 per competitor, per event.
- In lieu of regional meet entry fees, the region may elect to implement a regional participation fee not to exceed \$20.00 per competitor.
  - In the event a region hosts another region's (out of region) regional meet the maximum regional meet entry fee for the (out of region) participants in track and field and swimming shall be \$12.00 per competitor, per event.
- .02 Online registration for region meets is mandatory for track and field. Online registration or Hy-Tek Team/Meet Manager is mandatory for swimming.
- .03 T.A.A.F. Swim and Track Regional Qualifying Meet hosts must have athlete registration and event entry deadline date no less than one (1) week prior to the regional meet and cannot have deadline dates fall on a weekend or holiday. Athlete registration and event entry deadline times need to fall on or before 5:00pm on a business day.

- 5.4 State Tournament Registration: Cities, Affiliates and Unattached Participants should refer to the participant guide and are required to comply with all requested information, fees, etc., as set forth by the tournament director, regional director and state commissioner.

5.5 Individual State Meet/Tournament Entry Fees:

Boxing	\$8.00 per competitor
Golf	\$5.00 per competitor
Gymnastics – Qualifying Achievement Levels 1-2 & Xcel Bronze	\$60.00 per gymnast
Gymnastics – Qualifying Placement Levels 3-9 & Xcel Silver, Gold, Platinum, Diamond and Sapphire	\$65.00 per gymnast
Gymnastics – Qualifying Late Fee	\$20.00 per gymnast
Gymnastics – Qualifying Meet Team Fee	Included in individual entry
Gymnastics - State Achievement Levels 1-2 & Xcel Bronze	\$75.00 per gymnast
Gymnastics - State Placement Levels 3-9 and Xcel Silver, Gold, Platinum, Diamond and Sapphire	\$90.00 per gymnast
Gymnastics – State Team Fee	\$25.00 per level
Gymnastics State Late Fee	\$20.00 per gymnast
Swimming	\$10.00 per competitor, per event
Tennis	\$15.00 per competitor, per event
Track & Field	\$10.00 per competitor, per event

## ARTICLE 6 CHURCH SPORTS

- 6.1 All tournaments held under the name of the church T.A.A.F. tournaments will be conducted according to the regular T.A.A.F. rules as set forth in the Cavalcade, unless otherwise stated in this section.
- 6.2 A church member is one who regularly attends the religious services of the sponsoring congregation. If a church member attends the services of two or more churches and is on a “bonafide” membership role of one of the churches, then the player is ruled a member of the church where his name appears on the membership role. Rosters must be certified by the pastor (rabbi, priest, minister, reverend, etc.) of the church and must meet all other church sports requirements.
- 6.3 A player may play on his church team as well as any other non-church (open) team, providing he meets the eligibility requirements of church sports to participate on his church team.
- 6.4 Any church that uses a player who is ineligible under Rule 5.3 at any time during the regular season will not be eligible for T.A.A.F. regional and state tournaments.
- 6.5 Teams registered as “Church” teams must include the name of their church or sponsoring congregation in their team’s name.

## ARTICLE 7 OFFICIAL’S REGISTRATION PROCEDURE

- 7.1 Each MEMBER and AFFILIATE may register their local league officials at ten dollars (\$10.00) per official in the sports of basketball, flag football, volleyball and softball.
- 7.2 The registering cities shall send one properly certified copy of the T.A.A.F. Officials registration form with appropriate fee to the executive director by the registration deadline, which shall coincide with each specific sport’s (basketball, flag football, volleyball and softball) registration deadline.
- 7.3 For the \$10.00 registration fee T.A.A.F. will provide an Officials patch, plus liability and accident insurance coverage for the official while officiating in local T.A.A.F. league, T.A.A.F. regional and T.A.A.F. state competition.



- .01 Basketball, Softball, and Volleyball registration fees must be accompanied by the "passed" T.A.A.F. test or proof of current certification with an approved governing body.
- .02 Flag football registration fees must be accompanied by the "passed" T.A.A.F. test.
- .03 Flag football officials will pay a \$25.00 registration fee the first year and a \$10.00 subsequent fee each additional year.

## **ARTICLE 8 HOSTING REGIONAL TOURNAMENTS**

- 8.1 Regional tournaments will be conducted according to the guidelines established by the members of that region. This includes, but is not limited to the following items:
  - .01 Regional Tournaments Sites
  - .02 Dates
  - .03 Entry Fees
  - .04 Deadlines
  - .05 Bracket size - number of teams
  - .06 Tournament procedures to be followed
  - .07 The regional tournament director will have the right to invite additional T.A.A.F. teams to participate in the regional tournament, if needed to fill a bracket. The selection of these teams will be based upon the procedures adopted by the region.
- 8.2 The regional representative will determine the site selection.
  - .01 In the event a region chooses to not hold a regional meet/tournament, that region's participants will be eligible to attend a bordering/non-bordering regional meet/tournament providing that bordering/non-bordering region allows it.
  - .02 These participants will compete for the original region's berths to the state meet / tournament.
  - .03 If a region does hold a regional meet/tournament that region's participants must attend that region's meet/tournament.
  - .04 Additionally, bordering/non-bordering regions will not be required to accept another region's participants.
- 8.3 Applicants must have adequate facilities.
- 8.4 If awarded a regional tournament:
  - .01 An individual participant, team member or coach will not be eligible to be the tournament director, or director of officials.
  - .02 Notify all members within the region, by mail, of tournament dates, deadlines, fees, etc. A minimum of thirty (30) days notification is required.
  - .03 Notify each member to provide certified rosters and a T.A.A.F. official entry blank for each going to the regional tournament
  - .04 Before play begins, require each player to provide identifications.
  - .05 Notify coaches of the ramifications in case of cancellation and protest procedures

- .06 Provide teams/individuals advancing to the state tournaments, all pertinent information related to the state tournament.
  - .07 Notify, on the next working day, all members who have teams/individuals qualifying for state competition.
  - .08 Provide the regional director with the results and/or incidents related to the tournament.
  - .09 Provide a written financial report to the regional director.
  - .10 T.A.A.F. Swim and Track Regional Qualifying Meet hosts must have athlete registration and event entry deadline date no less than one (1) week prior to the regional meet and cannot have deadline dates fall on a weekend or holiday. Athlete registration and event entry deadline times need to fall on or before 5:00pm on a business day.
- 8.5 All members hosting a regional competition in the following sports must register all officials with T.A.A.F.: basketball, softball, flag football. Officials must be certified through the procedures of each individual sport.
- .01 Agencies failing to register all officials who officiate a regional tournament in basketball, softball or flag football, will be suspended from hosting a regional or state tournament for one year.

## **ARTICLE 9      HOSTING STATE TOURNAMENTS**

### 9.1 Bid Applications

- .01 State tournaments will be bid one year in advance (except flag football).
- .02 Member cities or affiliate members desiring to host state tournaments must submit an official T.A.A.F. bid form to the state office by September 1. Multiple bid forms may be submitted.
- .03 Only one (1) sport division/classification per bid form may be submitted with the exception of gymnastics, adult flag football, youth flag football, girls and boys basketball, girls slow pitch softball, and girls fast pitch softball in each age classification.
- .04 Acceptable bidders will be allowed sufficient time to make a presentation to the general membership during the annual meeting.
- .05 In the event that no acceptable bids are received for a state tournament, bids will be accepted from the floor.

### 9.2 Eligibility to bid

- .01 Only members in good standing may bid to host state tournaments, i.e. paid current year's dues, have registered teams and/or individuals with T.A.A.F. and have no outstanding debts due to T.A.A.F.

### 9.3 State Tournament Agreement

- .01 Once a bid is awarded, arrangements will be made for the formal signing of a tournament agreement.

### 9.4 If awarded a state tournament

- .01 An individual participant, team member or coach will not be eligible to be the tournament director, or director of officials.
- .01 The host member will make a non-refundable tournament deposit to T.A.A.F. of one hundred fifty dollars (\$150.00) for each state tournament division/classification. The deposit will be paid ninety (90) days prior to the state tournament.

- .02 Host members must provide complimentary lodging accommodations for the state commissioner. The T.A.A.F. state office will reimburse the host city up to \$75 per night (plus tax) for the cost of lodging the state commissioner for any tournament that has twelve (12) or fewer teams.
- .03 For team sports: the host agrees not to have a registration deadline of more than fifteen (15) days prior to the event.
- .04 T.A.A.F. will provide all awards as required:
- All awards for T.A.A.F. state tournaments must be purchased by T.A.A.F. from the official dealer who obtains the bid awarded from the T.A.A.F. state office.
  - T.A.A.F. will provide trophies and plaques (see 8.4.05 for required award package).
  - As part of the package, T.A.A.F. will provide individual awards (champion and runner up) to all adult state tournaments. Individual medals are awarded in the youth tournaments.
  - The individual awards will be sport specific with the approved design including the T.A.A.F. logo and either "state champion" or "state runner up" printed on the front or sleeve.
  - The host city has the choice of adding wording to the individual awards. The host city may use any vendor they choose to add the additional wording.
  - If the tournament is cancelled, the awards, including sport specific awards, may be returned to the T.A.A.F. state office and the host city will be credited the cost of the awards.
  - If the host city chooses to add wording to the individual awards and the tournament is cancelled, then those awards belong to the host city and T.A.A.F. will bill the host the cost of awards.
- .05 Host member must pay T.A.A.F. a host fee no later than ten (10) days following the tournament. The fee schedule is as follows:
- Team Sports (adult): Minimum bid to T.A.A.F. of \$15 per team, plus cost of awards as follows: Award cost itemized
    - 2-5 teams: Team trophies 1<sup>st</sup> and 2<sup>nd</sup> place. Individual awards 1<sup>st</sup> place or team travel funds; All-tournament based on sport's starting lineup size (ex: basketball 5, flag football 8); 1 MVP
    - 6-9 teams: Team trophies minimum 1<sup>st</sup> and 2<sup>nd</sup> place. Individual awards 1<sup>st</sup> and 2<sup>nd</sup> place or team travel funds. All-tournament based on sports starting lineup size; 1 MVP
    - 10 or more teams: Team trophies 1<sup>st</sup> and 2<sup>nd</sup> place, and consolation champion. 1<sup>st</sup> and 2<sup>nd</sup> place individual awards or team travel funds; All-tournament based on sports starting lineup size; 1 MVP
  - Team sports (youth basketball): Minimum bid to T.A.A.F.:
    - \$75 per team plus the cost of awards as follows:
    - Fewer than 4 Teams: Team trophy 1<sup>st</sup> place. Individual awards 1<sup>st</sup> place. Coach's plaque 1<sup>st</sup> place.
    - 4-7 Teams: Team trophy 1<sup>st</sup> and 2<sup>nd</sup> place. Individual awards 1<sup>st</sup> and 2<sup>nd</sup> place. Coach's plaque 1<sup>st</sup> and 2<sup>nd</sup> place.
    - 8+ Teams: Team trophy 1<sup>st</sup> and 2<sup>nd</sup> place. Individual awards 1<sup>st</sup>, 2<sup>nd</sup> and 2 sets of 3<sup>rd</sup> place. Coach's plaque 1<sup>st</sup> and 2<sup>nd</sup> place.
  - Team sports (adult & youth): Minimum bid to T.A.A.F. (tournaments not addressed above):
    - Host to pay \$20 per team plus the cost of awards. Award packages as follows:
      - Youth volleyball - Fewer than 4 Teams: Team trophy 1st place. Individual awards 1st place. 4-7 Teams: Team trophy 1st and 2nd place. Individual awards 1st and 2nd place. 8+ Teams: Team trophy 1st, 2nd, 3rd and 4th place. Individual awards 1st and 2nd place.
      - Youth flag football - Fewer than 4 Teams: Team trophy 1st place. Individual awards 1st place. 4-7 Teams: Team trophy 1st, 2nd and 3rd place. Individual awards 1st and 2nd place. 8+ Teams: Team trophy 1st, 2nd, 3rd and 4th place. Individual awards 1st, 2nd and 3rd

place. • Tournaments not addressed above - 1st and 2nd place team trophies; 1st place individual awards (at a minimum; other awards as required by the sport).

- d. Individual sports (gymnastics): Minimum bid to T.A.A.F.:
  - \$1,500 plus the cost of awards
- e. Individual sports: Minimum 1<sup>st</sup> through 3<sup>rd</sup> place medals; other awards as required by the sport.
- f. State invitational tournaments (S.I.T): Minimum bid to T.A.A.F. is \$15.00 per team or \$10.00 per individual for individual sports.
- g. State Invitational tournaments (S.I.T.): is only allowed in sports without a host for the state championship or in a new sport.

9.5 Host member shall furnish all officials, umpires, scorers, and balls for said tournament.

9.6 Host member shall use the T.A.A.F. account on the official partner website for tournament scheduling and game results. At the conclusion of the tournament the host member shall ensure that all results are correct and have been submitted on the site.

9.7 Maximum entry/Spectator fees per team allowed:

Entry fee: 2-game guarantee	\$250
Entry fee: 3-game/4 match guarantee	\$300
Entry fee: 4-game/5 match guarantee	\$350
Spectator fee: Youth sports	\$150
Spectator fee: Adult sports	\$100

9.8 Host member may not charge an entry fee more or less than the stated fees for individual sports (see MOP 4.5)

9.9 The sale of any souvenir items should be listed and provided to the Executive Director prior to the tournament date. The T.A.A.F. logo and/or make significant reference to T.A.A.F. when possible on all souvenir items provided during the event.

9.10 Should the host city secure a local civic or private organizations to sponsor a state tournament, any arrangements made with said group(s) must be submitted to the state commissioner and the T.A.A.F. state office.

9.11 If awarded a state tournament:

- .01 Notify all T.A.A.F. member cities, regional directors, executive board members and the T.A.A.F. state office by mail, of tournament dates, deadlines, fees, etc., by the following deadlines:
  - a. Fall season sports (flag football, softball, etc): Annual meeting in September.
  - b. Winter/Spring season sports (basketball, volleyball, gymnastics, etc): Winter Executive Board meeting in January.
  - c. Summer Season Sports (softball, baseball, summer basketball): Mid-Year Executive Board meeting in May.

.02 Obtain information from the state commissioner through the regional director concerning the eligible teams to the state tournament

.03 Notify each member city, affiliate member and unattached team to provide certified rosters of all teams going to the state tournament

.04 Require each player to provide identification prior to beginning play.

9.12 The state commissioner and the state tournament director shall have the right to select additional T.A.A.F. registered teams based on the total number of registered teams from each member city for each specific sport.

- .01 If a team is needed within two (2) weeks, the commissioner shall have the right to select teams without regard to the number of registered teams.

- 9.13 All members hosting a state tournament in the following sports must register all officials with T.A.A.F.: basketball, softball and flag football. Officials must be certified through the procedures listed in MOP 6.
- .01 Failure to register all officials who officiate a state tournament in basketball, flag football and/or softball will result in the suspension of the host city from hosting a regional or state tournament for one year.
- 9.14 Host member must provide a complete financial statement, tournament results and all team rosters to both the state commissioner and the T.A.A.F. state office within two (2) weeks following the conclusion of the state tournament.

## **ARTICLE 10 T.A.A.F. TEAMS**

The president shall appoint all team chairpersons and team members. All team appointments are for a two (2) year period, however the president shall appoint replacements, as the president deems necessary.

- 10.1 AD HOC TEAMS:
- .01 The president shall form additional short-term teams as deemed necessary to conduct the business of T.A.A.F.
- .02 Should the team need to become a standing team; the president may make recommendations to the Legislative Issues Team.
- 10.2 CONFERENCE PLANNING TEAMS
- .01 PURPOSE: To plan and organize T.A.A.F. meeting.
- .02 PERSONNEL: The team shall consist of:
- Host city representative (Chairperson).
  - Previous host city representative.
  - President.
  - President-elect.
  - Executive Director.
- .03 FUNCTION: The team should meet as many times as necessary to prepare an adequate program.
- .04 The chairperson should notify all participants selected for the program, giving them adequate time to make preparations.
- .05 The chairperson should periodically inform the Executive Board of arrangements.
- 10.3 EDUCATIONAL TEAM
- .01 PURPOSE: To serve as an educational team for T.A.A.F.
- .02 FUNCTION: Review and enhance educational goals and objectives.
- .03 Inform the T.A.A.F. members and the public of the programs and activities of T.A.A.F.
- .04 Provide educational sessions, clinics, and schools for the benefit of T.A.A.F.
- .05 Meet as many times as is necessary to prepare an adequate report.
- 10.4 ETHICS TEAM:
- .01 PURPOSE: To hear and review written complaints regarding behavior or actions that imply conduct detrimental to the purposes and objectives of T.A.A.F., including unethical behavior or non-performance of duties.
- .02 PERSONNEL: The team shall be made up of T.A.A.F. past presidents, with the immediate past president serving as chairperson.

- .03 QUORUM: At least three (3) members of the team must be present and the team will meet in closed session.
  - .04 FUNCTION: To review and hear complaints within sixty (60) working days after written complaint is received by the president or executive director. Their findings and recommendations are to be presented to the Executive Board for action.
- 10.5 FINANCE TEAM:
- .01 PURPOSE: The Finance Team shall oversee all funds and assets of the Federation and it shall make recommendations to the president concerning the annual budget to be approved by the Executive Board.
  - .02 FUNCTION: Be familiar with the operation of all phases of the Federation's programs.
  - .03 Receive, study, and make necessary recommendations to the president and executive director on budget proposals of all Federation teams, within two (2) months after the annual meeting
  - .04 Appointed teams should submit their budgets to the Finance Team within two (2) months after the annual meeting.
  - .05 Develop, together with the executive director, ways and means of generating possible income to insure and enhance the programs of the Federation.
  - .06 Offer input as to what fund-raising projects are available.
  - .07 Assure that all income is derived from sources which will in no way reflect adversely upon the professional status or ethics of the Federation
  - .08 Oversee moneys being held in trust and ways they are being administered.
  - .09 Receive and review the quarterly balance sheet prepared by the executive director, in order to make recommendations to the general body
  - .10 Instruct the executive director to hire an auditing firm, which will be approved by the Executive Board. The Finance Team will review the audit and make recommendations to the general body.
  - .11 The executive director will consult with the Finance Team on placement of funds into various interest bearing accounts during the course of the year.
- 10.6 GAMES OF TEXAS LIAISONS:
- .01 PURPOSE: To serve as T.A.A.F. representative to Non-T.A.A.F. sports in the Games of Texas.
  - .02 PERSONNEL: Each year the president shall appoint one individual for each Non-T.A.A.F. sport.
  - .03 The term of the office shall be for one (1) year and an individual may be reappointed by the president.
  - .04 FUNCTION: While the actual conducting of competition is the sole responsibility of the National Governing Body and/or State Governing Body, the liaison is responsible:
    - a. To assist Non-T.A.A.F. sports in the Games of Texas with T.A.A.F. procedures and policies dealing with the Games.
    - b. To assist the sport N.G.B. and/or S.G.B. with their sport.
    - c. To insure proper recognition is given to the Games sponsors and T.A.A.F. at their venue site (signage and public address announcements).

- d. To assist in and insure a quality award ceremony is provided to the athletes at their venue.
- e. To oversee all activities on behalf of T.A.A.F. at their venue.
- f. To assist and insure results are made available to news media, and to assist the media with requests for interviews with participants.
- g. To perform other duties as requested by T.A.A.F.

#### 10.7 HALL OF FAME TEAM

- .01 PURPOSE: Review all nominations proposed by the general membership.
- .02 PERSONNEL: The president shall appoint six (6) members to the team for two (2) year terms each.
- .03 It is desirable to have a minimum of two (2) team members retained on the team any given year, but that is the prerogative of the president.
- .04 The president-elect shall serve as the chairperson of the Hall of Fame Team.
- .05 FUNCTION: Establish, review and propose changes to selection criteria. Review all nominations to insure all meet the requirements and criteria for selection consideration.
- .06 Seek nominations from the general membership
- .07 The team has the right to reject all nominations if the team feels that sufficient accomplishment has not been demonstrated.
- .08 The names of candidates proposed for selection to the Hall of Fame shall remain confidential and released only to the Hall of Fame Selection Team.
- .09 Any team member is eligible to be re-appointed by the president.

#### 10.8 LEGISLATIVE ISSUES TEAM

- .01 PURPOSE: Review all proposed constitution, bylaws and sports rules amendments as submitted by the general membership.
- .02 FUNCTION: Review all proposed constitution, bylaw and sports rules changes submitted by the general membership and state commissioners.
- .03 Provide copies of all proposed legislative amendments and rule changes to all member cities.
- .04 Hold an open forum meeting at each year's annual meeting, prior to the general session, to openly and publicly hear and discuss proposed amendments and rule changes.
- .05 Make recommendations to the Executive Board and the general membership on all proposed legislation amendments and rule changes
- .06 The Chairperson shall assure, by means of proof-reading the draft, that all approved changes can be included in the following year's printing.

#### 10.9 NOMINATIONS TEAM

- .01 PURPOSE: Review all nominations elected for office.
- .02 FUNCTION: Establish criteria for prospective officers or state commissioners.
- .03 Review and report annually on the current state commissioners.
- .04 Nominate state commissioners annually.

- .05 To present nominees who meet the requirements for president-elect. The president - elect will be elected by the general membership.
  - .06 If a commissioner vacates their position during the year prior to the annual meeting, the nominations team will be notified and the team will ask for nominations from the membership through the state office. Upon receiving and reviewing any nominations the team will forward its recommendations to the Executive Director. The Executive Board on an interim basis, then, can approve it, until the annual meeting.
- 10.10 PRESIDENTS TEAM
- .01 Purpose: To serve as a T.A.A.F. Executive Board Sub team to search, interview and make recommendations to the T.A.A.F. Executive Board concerning the employment of an executive director and to serve as an advisory team to the President.
  - .02 Personnel: The sub team shall be made up of the President, President Elect and all Past Presidents of the Federation.
  - .03 Function: When the executive board determines a need exists, the sub team shall advertise, seek and accept applications for the T.A.A.F. Executive Director position. The sub team shall review the applications, interview selected applicants and make their recommendations to the T.A.A.F. Executive Board. The employment of an executive director shall be determined by a vote of the entire T.A.A.F. Executive Board.
  - .04 Quorum: When conducting business to search, interview and make recommendations to the T.A.A.F. Executive Board concerning the employment of an executive director, at least four members of the sub team must be present and the sub team will meet in closed session.
  - .05 The Presidents Team will meet at the annual Presidents Retreat, which will be scheduled by the President
- 10.11 RECOGNITION AND AWARDS TEAM
- .01 PURPOSE: To review all recognition and awards applications.
  - .02 FUNCTION: The team shall review all applications to insure that applications are submitted on the proper form and have met the deadline criteria.
  - .03 Insure all applicants meet the Recognition and Awards criteria as set forth in the Manual of Procedures.
  - .04 The team has the right to reject all applicants (for any or all awards) if the team feels that sufficient accomplishment has not been demonstrated.
- 10.12 SUSPENSION REVIEW TEAM:
- .01 PURPOSE: To hear and review any appeals on suspensions of individuals or teams for T.A.A.F. sports.
  - .02 QUORUM At least three (3) members of the team must be present to hear appeals.
  - .03 FUNCTION: To review and hear appeals within thirty (30) working days after notice of appeal received by the executive director.
  - .04 To review yearly all suspensions and report status of each to the Executive Board
  - .05 To review yearly Article 12 Suspension and Reinstatements in the Manual of Procedures

## **ARTICLE 11 HALL OF FAME SELECTION CRITERIA**



- 11.1 Purpose. To honor those men and women who have played a major role in growth and development of the Texas Amateur Athletic Federation (T.A.A.F.).
- 11.2 Outstanding Contributions. To help bring to the attention of the Texas public the widespread value of, and interest in, amateur athletics in the State of Texas by so honoring those who have made outstanding contributions to its success.
- 11.3 NOMINATION REQUIREMENTS (Players/Coaches)
  - .01 To Be Selected - To be selected for the T.A.A.F. Hall of Fame, a person must have been an active participant in the T.A.A.F. If a candidate has been accepted by the T.A.A.F. for their state championship play, he/she will be eligible for selection.
  - .02 Evaluation of Candidates. The length of participation is to be considered as a factor in the evaluation of candidates. No minimum participatory time is required. Fame at the state level shall be used as a gauge for candidacy, and it shall be based on a T.A.A.F. state championship competition level. Once the state championship criteria are met, local, regional and national accomplishments will be considered. Factual and detailed information must be presented to the team before a candidate can be acceptable, also letters from competent reference.
  - .03 To be considered - An individual must be an outstanding contributor to his/her team or an outstanding participant in individual sports.
  - .04 Number to Be Selected - No more than five (5) candidates may be selected to the Hall of Fame in one year.
  - .05 If Not Accepted - Participants not accepted may be resubmitted the following year unless held over by the team for consideration due to a technicality. It is recommended that a nominator keep his previous year's file and contact the team to insure his candidate is being considered the following year.
  - .06 Nomination Forms - Each member shall be sent nomination blanks and each member shall have the opportunity to nominate no more than two (2) individuals each year. Nominations will close on and must be received in the state office by April 1.
  - .07 Removal From Hall of Fame - The Hall of Fame Team by a three-fourths (3/4) vote may, with just cause, recommend removal of an individual elected to the Hall of Fame. Such recommendation, when approved by a two-thirds (2/3) vote of the General Membership, shall remove said individual from Hall of Fame.
  - .08 Selection - The names of candidates proposed for selection to the Hall of Fame shall remain confidential and be released only to the Hall of Fame Selection Team.
- 11.4 NOMINATION REQUIREMENTS (Administrators)
  - .01 To be selected - To qualify for this award, the nominee must have served in some of the following areas:
    - a. Regional Director or Executive team member.
    - b. Chairman or vice chairman of a team.
    - c. State Sport Commissioner.
    - d. Host of state tournaments.
    - e. Host of regional tournaments.
    - f. Special recognition's received and/or other services to humanity.
  - .02 Number To Be Selected
    - a. No more than five (5) candidates may be selected to the Hall of Fame in one year.
    - b. Submission Deadline: Candidates must be submitted by April 1 of each year
  - .03 Selection - The names of candidates proposed for selection to the Hall of Fame shall remain confidential and be released only to the Hall of Fame Selection Team.

11.5 AWARDS

- .01 Award: A specially designed plaque shall be given those elected to the Hall of Fame.

11.6 PRESENTATION

- .01 Announcement - The Executive Team shall approve announcement of the year's nominees with special stories sent to the home area of those selected, as directed by the member from the area.
- .02 Induction - Formal induction ceremonies and presentation of awards will be made during the annual Hall of Fame dinner, to be held during the T.A.A.F. Winter Executive Board Meeting.

**ARTICLE 12 RECOGNITION AND AWARDS**

12.1 NOMINATION PROCEDURES

- .01 Nominations may be made by anyone.
- .02 All nominations must be verified by a T.A.A.F. member.
- .03 Deadline for nominations will be April 1<sup>st</sup>, except Athlete of the Year will be August 15<sup>th</sup>
- .04 All nominations shall be submitted to the T.A.A.F. State Office.
- .05 An individual may only be nominated for one award per year.
- .06 All nominations must be made on the proper application form and submitted by the deadline or they will not be accepted.
- .07 An individual may be nominated for the following year if he/she does not receive the award the first year.

12.2 AWARD CATEGORIES

- .01 CONTRIBUTORS APPRECIATION AWARD: This award shall be given to non- member individuals, associations, or companies who have contributed significantly to T.A.A.F. through outstanding contributions in the form of time and energy or long-time financial support or sponsorship of athletic activities for a minimum of five (5) years. A biographical sketch of the individual and his/her accomplishments shall be submitted at the time of nomination.
- .02 INDIVIDUAL LIFE MEMBERSHIP AWARD: This award shall be given to individuals who have displayed dedication and professionalism and meet the following qualifications. The number of awards to be given annually will be at the discretion of the team.
- a. T.A.A.F. member for a minimum of ten (10) years
  - b. Member of a T.A.A.F. team or office holder in T.A.A.F (includes state commissioner, regional director, president, president-elect, past president)
  - c. Individual must be retired from the profession.
  - d. In the event a T.A.A.F. representative, who meets the requirements, announces retirement and retires between scheduled T.A.A.F. meetings, the state office by authority of the executive director will order and deliver the life member plaque in time for retirement recognition purposes.
- .03 KOGER STOKES AWARD: This award shall be given to the individual who has displayed dedication and professionalism to the Federation and meets all the qualifications below:
- a. T.A.A.F. member of a minimum of ten (10) years.
  - b. Office holder in T.A.A.F. (includes state commissioner, regional director, president, president-elect, executive board member)
  - c. Chairperson of a T.A.A.F. team.

- d. A biographical sketch of the individual and his accomplishments shall be submitted at the time of nomination.
- .04 MEMBER CITY OF THE YEAR AWARD: This award shall have three population categories: 34,999 and Under, 35,000 to 74,999, and 75,000 and Over, and shall be given to the member cities that have been able to further their athletic programs and T.A.A.F. by accomplishing the following:
- a. Shown a significant increase in participation of its T.A.A.F. registered programs.
  - b. Show willingness to host regional or state competition on a regular basis to help further the T.A.A.F. post-season competition.
  - c. Promotes and supports active staff involvement within the T.A.A.F. organization.
  - d. Has implemented new T.A.A.F. programs and/or added new T.A.A.F. events for its participants.
  - e. Nomination shall be supported by no fewer than three (3) and no more than six (6) pages of documentation.
  - f. A recipient (city) of this award may not be considered for this award for a minimum of five (5) years.
- .05 PAST PRESIDENT'S AWARD: Automatic award to be presented by the incoming president.
- .06 SERVICE AWARDS: These awards shall be given to those individuals or organizations that exhibit dedicated service and show a willingness to upgrade and promote T.A.A.F. activities.
- a. Professional in the field
  - b. Affiliation with a T.A.A.F. member city for a minimum of five (5) years
  - c. Submit documentation of achievements
- .07 SPECIAL AWARD: This award shall be awarded to the city and hotel that hosts the T.A.A.F. Annual Meeting and to the host(s) of the Games of Texas.
- .08 SUSAN GERRED YOUNG PROFESSIONAL: This award will be given annually to the professional who best meets the following criteria.
- a. Must be thirty-five (35) years of age or younger.
  - b. Must have been actively involved in T.A.A.F. for at least two years.
  - c. Must have been responsible for exemplary advancement of the T.A.A.F. athletic program in his or her city.
  - d. Must have made an outstanding contribution to the Federation not included in the above.
  - e. Nomination shall be supported by no fewer than two (2) and no more than (5) letters of endorsement.
- 12.3 T.A.A.F. ATHLETE OF THE YEAR AWARD:
- .01 T.A.A.F. will present a Female and Male Athlete of the Year Award each year.
- .02 At all levels, (local, regional and state), selection of athletes will be based on the following criteria:
- a. Participation in the particular sport
  - b. Sportsmanship.
  - c. Attitude and effort.
  - d. Overall athletic participation and achievement
  - e. Special attributes or circumstances
  - f. High school, College, NGB and T.A.A.F. awards
  - g. Regional, National or International competition
  - h. Number of years the nominee has participated in T.A.A.F. and their particular sport.
  - i. Any other criteria local or regional teams feel appropriate.
- 12.4 LOCAL T.A.A.F. ATHLETE OF THE YEAR: Under this program each city or affiliate member may choose one female and one male athlete from participants in all athletic or aquatic programs offered by the member (i.e. one flag football player, or one softball player or one track athlete, etc.) The female and male athletes do not have to come from the same sport.

- .01 The local city or affiliate member is responsible to establish a selection team to determine their winners.
  - .02 T.A.A.F. will provide the awards at the local level.
  - .03 The names and accomplishments of the local athletes will be forwarded to the appropriate regional director.
  - .04 The deadline for "Local Athlete of the Year" to the State Office will be August 15th. (To be submitted for consideration for Region Athlete of the Year)
  - .05 Metro areas that make up an entire region will not name a "Regional Athlete of the Year."
- 12.5 REGIONAL T.A.A.F. ATHLETE OF THE YEAR: Each region will select one female and one male athlete from all of the local winners in their region. Those two athletes will be designated as the Regional T.A.A.F. Athlete of the Year.
- .01 The region is responsible to establish a selection team to determine their winners.
  - .02 T.A.A.F. will provide the awards at the regional level.
  - .03 Deadlines for regional winners to the T.A.A.F. State office will be August 30th each year (To be considered for State Athlete of the Year). The State office will then forward all regional winners' names and accomplishments to the T.A.A.F. Recognition and Awards Team for consideration for selection of a statewide T.A.A.F. Female and Male Athlete of the Year.
- 12.6 STATE T.A.A.F. ATHLETE OF THE YEAR: The Recognition and Awards Team shall choose the athlete of the year award winners.
- .01 The Recognition and Awards Team will review the regional nominees during the annual meeting and make their final decision.
  - .02 Following selection of one female and one male athlete of the year, the names of the athletes will be announced at the awards banquet of the annual meeting.
  - .03 The awards will be presented during the Hall of Fame induction ceremonies held in January.
  - .04 All nominations must be made on the proper application form and submitted by the deadline or they will not be accepted.
  - .05 An individual may be nominated for the following year if he/she does not receive the award the first year.

### **ARTICLE 13 SUSPENSION AND REVIEW**

The rules governing T.A.A.F. suspensions and reinstatements are contained in the Manual of Procedures; however the rules shall be printed at the end of the T.A.A.F. Sports Rules. This procedure makes the T.A.A.F. rules available to participants who would not otherwise have access to the T.A.A.F. Manual of Procedures.

See Sports Rules, Article 30 - Suspensions and Reinstatements, for the acts of disqualifications, violations and penalties; the rules governing hearings, notifications, rulings, warnings and the appeal processes; and who holds the hearings at each level.