

CENTRAL TEXAS FOOTBALL CHAPTER

FROM THE DESK OF THE SECRETARY/TREASURER



Hello New/Potential/Returning Football Official/Member:

On behalf of the Central Texas Football Board, welcome to the Central Texas Football Chapter. In this introductory letter, you will find some useful information designed to inform/assist you with completing your membership requirements and to provide you with the necessary information to establish a membership in good standing with both the Central Texas Football Chapter as well as the Texas Association of Sports Officials (TASO) organization. Not all the information will apply to you (especially if you are transferring from another chapter), but it's a comprehensive letter to capture as much information as possible to address all categories of officials.

1. **Dues and membership application.** The application process for **NEW Membership** with TASO is a very important first step in the process of becoming a football official. There are two steps that **must** be completed before a member can participate in any High School football game, whether it be a scrimmage or a paid game:

STEP #1: Local Dues: Please provide all information asked for in the Central Texas Football Chapter Application Form (provided separately). Chapter dues for new members are \$30.00 (\$55.00 for previous TASO members who have transferred from another TASO Football chapter or have previously officiated high school football in our chapter). ***You will receive a receipt for dues paid via email to the email address you provide. You can also pay this fee by paying the fee in person at one of the meetings you attend. It's best to go ahead and take care of payment so we can set up an account in our assignment database, which is how we communicate with officials throughout the year.***

Note: The \$30.00/\$55.00 is an application fee designed to cover expenses for the processing of your local membership application and to set up an account in the assignment database we use, RefTown. As part of the TASO application process, a Criminal Records Check (CRC) will be conducted by a private company. If your CRC comes back as favorable, the application fee you paid to the chapter will be applied as payment for new member dues. If your application comes back unfavorable, you will NOT be refunded the \$30.00/\$55.00 application fee. In addition, the same applies to the TASO application fee of \$35.00 (\$65.00 for returning officials).

Dues/application fee can be paid in person (at any meeting), with cash (in person only), mailed to the address below in the form of a check or money order, or by credit card (paid in person at any membership meeting). Local dues will NOT be processed unless the chapter application accompanies payment. New members will still be required to provide a membership application with their payment - in person. Once an application and payment have been received, the new member will be added to our RefTown database and in turn will receive a temporary password. It's recommended that you log into the database and change your password. Local dues cover fees associated with the use of RefTown and other administrative costs associated with the functions of the chapter.

NOTE: The sooner I receive your application and dues, the sooner I can set up an account for you in RefTown, which is how we communicate with members and how assignments are made (additional information below). Mail the membership application and a check or money order (please do not send cash) to my address at:

**Central Texas Football Chapter
C/O Dale W. Cowan
2412 Creek Place Drive
Killeen, Texas 76549**

STEP #2: Dues for new members: TASO Dues are \$35.00 and must be paid ONLY by the individual online. Instructions for paying TASO dues will be sent once you have paid local dues. If you are transferring from another chapter, you may have already paid your TASO dues. TASO dues cover a rule book, fees associated with the use of the registration program, insurance coverage and other administrative costs associated with running the TASO organization. Note that the insurance coverage

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provided by TASO is secondary to any primary health and accident coverage you already have. Additional information regarding insurance coverage can be obtained from the TASO website.

Extremely Important: During your online TASO application process, you are going to be asked about any involvement you have had with the police. Please pay special attention to the statement when you register. We have lost some officials because they failed to disclose that they were involved with law enforcement. Here's an easy way to look at it: If you were arrested, apprehended, charged, site or convicted by any law enforcement agency, regardless of whether you were charged as an adult or a juvenile or regardless of whether it was dropped or expunged from the record or even sealed, it's recommended that you reveal it to TASO. If you are currently under a probationary period, still owe fines or your charge has been adjudicated for any length of time, reveal it. It's best to reveal it now than to have to explain why you did not when it comes back on your record's check. Unless you have committed an offense for which you are permanently disqualified, reveal any involvement you have had with the police. This will save you a lot of headaches in the long run. We cannot force anyone to reveal anything; however, if something comes back on the records check and you failed to reveal it, the member will be immediately deactivated until they can submit the appropriate documentation to the TASO Disciplinary Review Committee.

TASO Website and RefTown notes: It typically takes take 24-48 hours after TASO dues are paid for the websites to become accessible. Neither the TASO or RefTown websites will be accessible until the respective dues have been paid.

All test scores, clinic attendance, chapter dues and TASO dues that are currently registered as being paid are loaded in RefTown as time permits.

If RefTown shows that you have not paid TASO dues, it's because that's what the TASO database is showing. Simply send me a screen shot of your receipt when you have paid TASO dues.

2. Chapter Officers. The names, phone numbers and email addresses of chapter officers below are provided for your convenience:

Steven Davis (President - contact for all leadership issues, problems with coaches, other officials or anything else related to areas that are normally addressed by the President): 254-702-9125; steven.a.davisctfc@gmail.com

Charles Derrick (Vice-President - contact for any training related issues or rules interpretations questions): 254-717-5240; chderrick@sbcglobal.net

Billy Crow (Assignment Secretary - contact for any scheduling issues): 254-718-8994; bpcrow@vvm.com

Dale Cowan (Admin Secretary/Treasurer - contact for any administrative issues to include pay issues, dues, or anything not related to the other offices in the chapter): 254-258-2744; dwc5428@gmail.com

******Division 5 Rep (Karl Briddell) Phone: 254-371-5789; bluevw89@hotmail.com**

Note: For anything other than training related issues, start with your Division Rep.

3. Chapter Website. We also have a chapter website. There is quite a bit of information regarding our chapter contained on this website, which will give you a better idea of who we are, the schools we cover, and how we operate. Also provided is our chapter brochure that will provide you with a little more information about our chapter. The web address is: <http://centraltexasfootballchapter.webs.com/>

4. TASO Website: Once your TASO dues have been paid, you will be able to access the TASO website. The web address is: <http://www.taso.org/>. Note: It's extremely important that you provide your

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primary email address for use in the RefTown website and TASO. If the address is wrong for either, you will not receive assignments and the chapter cannot verify you have met the steps required to become a member in good standing.

The TASO web address (provided separately) is where you will go to complete the necessary steps to become a member in good standing with TASO. Steps include paying TASO dues, authorizing TASO to run a background check on you, taking any required training and completing any additional steps for the sport, such as taking your annual test.

5. Football Assignments via RefTown. We use an online assignment program referred to as RefTown. Once your membership application has been received and dues paid, an account will be set up for you in RefTown. Here, you will receive your assignments via the email address you provide on your membership application. A separate document will be provided to provide details on how to navigate RefTown. Once an account has been established for you, you will receive an email from RefTown with instructions for completing the set-up of your account.

6. Availability. Scrimmages and games are usually played throughout the week - Monday through Friday and sometimes on Saturdays. As a new official in this chapter, your first year will primarily consist of working Middle School games, freshman and junior varsity games. Those level of games can begin anywhere from 4:00 PM to 6:00 PM, depending on who is playing, the location and the number of games being played. In RefTown, you will learn how to show your availability; however, more importantly, the assignment secretary will need to know your availability. Obviously, the more days and earlier you are available, the chances of getting assigned more games increases. The use of RefTown will be covered by your trainer.

7. Training Attendance/Mentorship. As a new official, we want you to learn as much as you can, as fast as you can. This requires dedication on your part! You will be expected to attend meetings and the training the chapter sets up prior to the start of the season. Although attending the State Meeting is optional, it's a great experience and you will be in the company of the rest of the chapters across the state. It's imperative that you make yourself available for meetings and training events and do what you can to minimize any distractions or other activities that might prevent you from learning how to become not just a football official, but a good football official. Also, if you know someone in the chapter, ask them to mentor you throughout or latch on to another official who might be willing to spend some extra time with you. You may even be assigned a mentor during your new member training program.

8. Game fees. Game fees are based on the level of game you officiate, ranging from \$30 to \$55. You are considered an independent contractor and as such, your payment will come directly from the school. It's important that when you officiate for any of the school districts that you turn in a W-9 to each of them. If this is not done, it may slow up payment considerably.

9. Mileage reimbursement. Our chapter is paid mileage based on what's referred to as a METRO plan. In other words, we are paid based on the state mileage rate of .54 cents/mile (as of 1 Aug of the current year) - using a ring (an address in Temple to the exact address of the school stadium). Separate training on our mileage plan will be given later.

10. I can be reached at any time at 254-258-2744 or via email at dwc5428@gmail.com or dale.w.cowan.civ@mail.mil. Again, welcome to the best Football Chapter in the state of Texas and I sincerely hope that your membership with us proves to be both exciting and prosperous.

Sincerely,

Dale Cowan, Chapter Secretary/Treasurer
Phone: (254) 258-2744 (Cell); (254) 415-7567 (Home)
Address: 2412 Creek Place Drive, Killeen, Texas 76549
Email: dwc5428@gmail.com or dale.w.cowan.civ@mail.mil