



REGION 4 HANDBOOK

ARLINGTON-BEDFORD-BURLESON-CLEBURNE-COLLEYVILLE-COPPELL-DECATUR-DENTON-
EULESS-FLOWER MOUND-GRANBURY-GRAPEVINE-HALTOM CITY-HIGHLAND VILLAGE-HURST-
KELLER-LEWISVILLE-LITTLE ELM-MANSFIELD-MINERAL WELLS-NORTH RICHLAND HILLS-
ROANOKE-SAGINAW-SOUTHLAKE-STEPHENVILLE-THE COLONY-TROPHY CLUB-WATAUGA-
WEATHERFORD-WHITE SETTLEMENT

TABLE OF CONTENTS

The information in this handbook is intended to streamline basic information found in the TAAF Cavalcade. Should a discrepancy occur between the two, the information in the TAAF Cavalcade would overrule this handbook.

GENERAL INFORMATION

Meeting Dates - page 2

Finance Committee & Guidelines - pages 3-8

Recognition & Awards - page 9-10

Sport Commissioners - page 11

Sport Commissioner Guidelines - pages 12-13

Individual Sport Information - pages 14-15

Team Sport Information - page 15-16

Officials Registration - page 16

FORMS – located on website

Region Forms

Guarantee Form

Regional Commissioner Stipend Request

SCAF Application

STAF Application

State Forms

TAAF Sports & Divisions

League Registration

Team Sport Registration

Softball Team Registration

Team Roster

-Adult

-Youth

Suspension Hearing Notice

Notice of Local Suspension

Notice of Regional/State Suspension

REGION 4
2012 MEETING DATES/LOCATIONS

Meetings will begin at 10:00am

Lunch served at 11:30am

February 8 - Corinth
April 11 - Southlake
August 29 - Hurst
October 10 - Watauga

Swim Committee Meetings

Meetings will begin at 12:00pm

Lunch served at 11:30am

February 8 - Corinth
April 11 - Southlake
June 27 - Hurst

Track Committee Meetings

at 2:00pm, unless otherwise notified

April 11 - Southlake
May - TBD

2012 Regional Youth Basketball Tournament

March 2-4
Girls - Grapevine
Boys - Grapevine
Coed - Haltom City

2012 Regional Track Meet

July 6-7
TBD

2012 Regional Swim Meet

July 14-15
Keller ISD Natatorium

2012 Regional Tennis

July 13-15
TBD

2012 Regional Volleyball

May 12-13
Southlake

FINANCE COMMITTEE

The function of the Finance Committee shall be to govern the funds of Region 4 by:

1. Presenting a proposed annual budget (fiscal year October 1 – September 30) for discussion at the September meeting and adoption at the October regional meeting
2. Pre-approval of all expenses and distribution of funds
3. Maintain updated and accurate records of the account
4. Present a quarterly financial report at each regional meeting

The Finance Committee will be composed of a chairperson and four (4) members. Committee members will be elected by the membership at the September Region 4 meeting with terms of office to begin October 1. The Regional Director may fill vacancies created by committee members who are unable to fulfill their terms through appointment.

Committee Members:	Chair:	Scott Hardeman, Grapevine Jackie Kopsa, The Colony Kristie Weaver, Hurst Jaycob Kirkpatrick, Grapevine Ryan McGrail, Southlake
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REGIONAL FUND GUIDELINES

The purpose of this document is to detail how Texas Amateur Athletic Federation (T.A.A.F.) Region 4 funds are to be spent, and what they may be spent on. All checks must have two (2) signatures to include any two (2) persons on the Bank of America signature card.

Members on Signature Card:

Scott Hardeman (Grapevine), Jackie Kopsa (The Colony), Kristie Weaver (Hurst)

If for any reason the T.A.A.F. Region 4 account is dissolved, all-remaining monies and/or equipment shall be transferred to the T.A.A.F. state office account or inventory.

Process:

1. The Regional Director/Executive Board Representative can spend up to \$500.00 for expenses related directly to the function of his/her job as it pertains to T.A.A.F. Region 4 and for operational cost **without** approval from the Finance Committee per event.
2. The Finance Committee may spend up to \$1,000.00 for expenses related directly to operational cost **without** approval of the general region body per event. In the event of an emergency, the Finance Committee may approve expenditures via mail or e-mail.

3. The general body (definition: each active region member current with the T.A.A.F. state office) may vote to spend as much money as they see fit to operate Region 4 as long as there is a quorum (definition: a quorum is defined as 15 or more Region 4 members in attendance) vote and money available in the account.
4. All votes regarding spending of T.A.A.F. Region 4 funds require a quorum of the members present at the scheduled meeting.
5. Voting will be held at scheduled Region 4 meetings or by mail/e-mail vote with a specified deadline.
6. A quarterly financial statement of revenues and expenditures will be distributed to each Member City representative in attendance at the meeting. A financial report is available upon request to the Regional Director or Treasurer at any time.
7. The Region 4 has one account to operate the Region 4 financial needs. However, the Swim Committee and Track Committee have designated funds to operate within their programs. Both committees have authorization to spend and bring in funds to conduct their business. All budgeted expenditures do not need the Region 4 membership's approval. Any items wishing to be purchased that are not included in the budget, the track or swim committee must obtain approval by the Region 4 membership.

Allocations:

1. Equipment- If needed, Region 4 will purchase equipment and supplies for use by any and all members to facilitate T.A.A.F. regional tournaments and meets, or T.A.A.F. supported events. This would include, but not limited to software, personnel, canopies, field logos, athletic equipment and professional services.
2. Uniform- The region may provide a shirt (maximum of 3 shirts per city, and any additional shirts ordered will be at cost to that city) for active Region 4 members. Active members will have attended at least two of the previous four region meetings or have worked two days at the region swim or track meet.
3. Bereavement Fund- Region 4 may make funds available to assist any former and/or current T.A.A.F. member in the event that a catastrophic occurrence should take place in their immediate family (Wife, Husband or child). The monetary assistance is limited to what the Region 4 general body deems appropriate. The dollar amount and type of assistance will be approved by a quorum majority vote of the Region 4 membership.
4. Organizational Request: The Region 4 general body may vote to spend up to \$1,000.00 per year for organizational requests, which directly benefit the Region,

such as, but not limited to, TRAPS, NRPA, TAAF, etc. Organizations shall provide a written request 15 days prior to a scheduled T.A.A.F. Region 4 meeting. This request will be added to the meeting agenda. The Region 4 members will review and vote on each request for approval or disapproval.

State Conference Assistance Fund (SCAF Fund)

The attendance of T.A.A.F. Region 4 members at the annual meeting is important, and for many, this becomes difficult due to City budget constraints. Your attendance and participation at the meeting not only benefits you personally and professionally, but it shows your commitment to the Texas Amateur Athletic Federation.

To assist in this area, T.A.A.F. Region 4 is offering SCAF Funds to enable T.A.A.F. members to attend the T.A.A.F. Annual Meeting. SCAF Funds are available to cover registration fees, travel (gas or airfare), and lodging related to the Annual Meeting.

1. SCAF Eligibility - In order to be considered you must be a current member of the Texas Amateur Athletic Federation, and you must be involved with the organization on the regional and/or state level. Your supervisor, verifying that the travel you are requesting funds for has been approved, must also sign completed applications. Please see application for specific requirements. Please Note: SCAF Funds should only be requested if travel funds are not available by the member city.
2. How SCAF Funds are Awarded - The T.A.A.F. Region 4 Finance Committee will determine the amount of SCAF Fund available each budget year. SCAF Funds will be available on a first come basis, provided that the applicant has met the eligibility requirements. The total number of eligible applications will determine how the SCAF Funds will be allocated and the amount of travel costs covered. SCAF Funds will be awarded two (2) weeks after the application deadline. Upon approval, applicants will be responsible for securing all travel and lodging and registering for the Annual Meeting. Funds for travel and/or lodging will be mailed by check to the applicants, and all applicable registration expenses will be paid directly to the T.A.A.F. State Office. It is imperative that applicants use sound judgment for travel and lodging by either car-pooling or rooming with another member attending the Meeting. Applicants that abuse the use of SCAF Funds by not attending meetings, socials, events, etc. will no longer be eligible for future assistance.
3. SCAF Funds Deadline -The current application deadline for SCAF Funds is August 1st of the current calendar year.
4. Regional Director/Executive Board Representative Travel Funds - The attendance of our Regional Director and Executive Board Representative at the T.A.A.F. meetings is very important for the region. In order to ensure their continued presence at the meeting, and in the event their Member City

cuts travel funds, a travel allowance has been set up for both representatives. Funds will be allocated for each representative as follows:

January Meetings/Hall of Fame Banquet - \$150/each
May Meetings/Sports Management School - \$150/each
September Meetings/Annual Conference - \$700/each

Funds will be used to cover registration, travel, meals and lodging. Representatives must use sound judgment for travel and lodging by either carpooling or rooming with another member attending the meetings.

State Tournament Assistance (reimbursement) Fund (S.T.A.F.)

The participation at the state level is important to TAAF Region 4 and its Member Cities we encourage registered teams to attend their respective state tournaments. This program is designed to assist adult teams with entry fees for state tournaments. If approved by Region 4 Finance committee, Region 4 may pay/reimburse the entry fee for the approved team(s) within our region to attend TAAF sponsored adult state tournaments.

TAAF Region 4 is offering S.T.A.F. FUNDS to enable TAAF registered teams to attend TAAF adult state tournaments. S.T.A.F. FUNDS are available to cover the tournament entry fee only. The approved team(s) is responsible for their own travel, lodging, food and other related expenses.

1. S.T.A.F. Eligibility - In order to be considered, the requesting team must be TAAF registered adult team by a Member City in good standing with TAAF. Completed applications must be signed by the Member City representative verifying that TAAF registration process is complete.
2. How S.T.A.F. funds are awarded - The TAAF Region 4 Finance Committee has allocated \$3,500 for this budget year for all adult state tournaments. S.T.A.F. FUNDS are determined on an as needed basis. The successful team applicant will be awarded via drawing by the regional director and/or designee, provided that the team has met the eligibility requirements. Only one team per adult tournament will be awarded the tournament entry fee.
3. S.T.A.F. FUNDS will be reimbursed two (2) weeks after said tournament. If the approved team does not appear at the state tournament, the funds will not be reimbursed. Funds for reimbursement will be mailed by check to the applicant. Applicants that abuse the use of S.T.A.F. FUNDS by not attending tournaments, etc. will no longer be eligible for future assistance.
4. S.T.A.F. Funds Deadline - The current application deadline for REGIONAL S.T.A.F. FUNDS is the tournament registration deadline. Please download form from website.

Texas Amateur Athletic Federation – Region 4 Application for State Conference Assistance Fund (S.C.A.F.)

NAME:	
CITY / ORGANIZATION:	
ADDRESS:	
PHONE #:	EMAIL:

1. Are you currently a chair of any TAAF committees? Yes No

If yes, which one(s): _____

2. Are you currently a member of any TAAF committees? Yes No

If yes, which one(s): _____

3. Are you currently a state commissioner for any TAAF sports: Yes No

If yes, which one(s): _____

4. How else have you been involved with TAAF? (check all that apply)

 Regional Meetings Annual Meetings/Conferences Games of Texas

I, the undersigned, understand the following: In order to be eligible, this completed application must be submitted by the deadline of August 1 of current year. All eligible applications will be reviewed by the Regional Director and the Executive Board Member. Applicants will be notified by August 15 of award.

- Each application must be accompanied by a letter from the Department Director or City Manager verifying that there is financial need for this award.
- Preference will be given to those applicants who have not received the award the preceding year.
- Applicant must have volunteered at either the regional swim or track meets (in the current year)
- Applicant must have been in attendance at a minimum of two regional meetings (in the current year)
- If selected, I will be required to have a roommate of the same gender for the annual meeting or pick up the remaining room cost (Region 4 will pay for ½ the room rate only).
- Paid room nights will be determined based on applicant's committee involvements.
- If selected, I must submit a conference registration form to the State Office for their records.
- If selected, I must all attend all official Conference programs to include but not limited to: Legislative Committee meeting (Saturday afternoon), Executive Board meeting (Sunday), General Session & Luncheon (Monday), and Awards Banquet (Monday night). I must attend any committee meetings on which I serve. I will check in with a Region 4 representative at each function.
- Failure to comply by these guidelines is subject to forfeiture of funds.

Signature of Applicant _____ Date _____

*** Please Note: We are requesting that your supervisor signs below indicating that the travel you are requesting financial aid for has been approved.**

Signature of Department Director _____ Date _____

Return completed form: scottha@grapevintexas.gov

Texas Amateur Athletic Federation – Region 4
 Application for of State Tournament Assistance Fund (S.T.A.F.)

NAME:		
TEAM:		
ADDRESS:		
HOME #:	WORK #:	EMAIL:

1. Is your City a current member with the Texas Amateur Athletic Federation?
 ___ Yes ___ No

2. Which State Tournament are you requesting S.T.A.F. FUNDS for?

3. What is the Entry Fee? _____

I understand that my team has to attend and play in this tournament in order to be eligible to receive a reimbursement check from Region 4. Reimbursement will be mailed to above address no later than two weeks after the tournament.

Team Rep. Signature _____

Please provide us with any additional comments that would help in the decision:

Signature of Applicant _____ Date _____

*** Please Note:** We are requesting that your TAAF member city rep. signs below indicating that this team has qualified for the tournament above.

Signature of TAAF Member City Rep _____ Date _____

Please submit your completed application to the T.A.A.F. Region 4 Regional Director no later than the tournament registration deadline. The application will be reviewed and approved by the Region 4 Finance Committee by the date of the tournament. Thank you!

Jackie Kopsa
 TAAF Region 4
 5151 N. Colony Blvd.
 The Colony, TX 75056
 jackie@tcpard.com

AWARDS COMMITTEE

The function of the Awards Committee shall be to acknowledge and honor TAAF Region 4 individuals, cities, and affiliates for their contributions to TAAF at the Regional level.

1. Establish the criteria for awards
2. Vote on the submitted applications
3. Present the awards at the TAAF Region 4 Awards luncheon
4. Submit applications for Region 4 award winners to the State Office for consideration of State Awards

Committee members: Chair: Kristie Weaver, Hurst
Scott Hardeman, Grapevine
Andy Tarkington, Corinth
Jeannette Garcia, Watauga
Jackie Kopsa, The Colony

REGION 4 RECOGNITION AND AWARDS

1. Nominations may be made by anyone. All nominations must be verified by a TAAF member.
2. **Deadlines for nominations will be March 15 yearly.** Announcement and presentation of awards will take place in April at the awards luncheon.
Exception: The deadline for "Local Athlete of the Year" to the State Office will be August 15 (to be considered for Regional AOY). Deadlines for regional winners to the TAAF State office will be August 30 each year. The State office will then forward all regional winners to the TAAF Recognition and Awards Committee for consideration for the State Athlete of the Year. (Local AOY may still be awarded year round at the local level.) (TAAF Cavalcade; Manual of Procedures 7.4.04)
3. Nominations should be submitted to the Region 4 Awards Committee Chairperson. Please see website for Nomination Packet.
4. An individual may only be nominated for one award per year.
5. All nominations must be made on the proper application form and submitted by the deadline or they will not be accepted. Please see website for Nomination Packet.
6. An individual may be nominated for the following year if he/she does not receive the award the first year.
7. A recipient of an award may not be considered for the award again for a minimum of one (1) years.

Regional Director's Award: Automatic award presented by the Regional Director. Criteria for the award are at the discretion of the Regional Director.

Regional/State Tournament Host Award: Automatic award presented by the Regional Director. This certificate shall be given to any city that hosts TAAF Regional or State Tournaments.

Years of Service Award: Automatic award presented by the Regional Director. These awards shall be given to individuals who have displayed dedication and professionalism and meet the following qualifications. Individuals will receive an award for being a member of Region 4 for ten (10) years, Twenty (20) years, and thirty (30) years.

Nominated Awards:

1. Member City Award
 - a. 34,999 or less
 - b. 35,000 - 74,999
 - c. 75,000 or more
2. Contributor's Appreciation Award
3. Professional Award
4. Service Award
5. Part-time Employee
6. Athlete of the Year - deadline is August 15 to the TAAF State Office

**Please download the nomination packet from
www.taafregion4.org.**

REGIONAL SPORTS COMMISSIONERS
(Voted on at October meeting)

Girls Youth Basketball

Donnie Hoover
940-328-7805
parksrecsupt@mineralwellstx.gov
hoover1959@sbcglobal.net
(for Member City information only)

Boys Youth Basketball

Brenda Haggard
254-918-1291
bhaggard@ci.stephenville.tx.us

Swimming

Kristie Weaver
817-788-7333
kweaver@ci.hurst.tx.us

Track

Jaycob Kirkpatrick
817-410-3472
jkirkpatrick@grapevinetexas.gov

Co-Track

Tom Henry
817-831-6710
thenry@haltomcitytx.com

Volleyball

Heather Gray
940-349-7218
Heather.gray@cityofdenton.com

REGIONAL SPORT COMMISSIONER GUIDELINES

1. Shall have the same authority as the State Sport Commissioner except on a Regional level only. He/she shall not override any decision of the State Sport Commissioner.
2. Shall be elected annually by the Region to assist the Regional Director and Regional Tournament/Meet Director as necessary.
3. The commissioner must be an employee of a TAAF Region 4 Member City or Affiliate Member whose responsibility includes Athletic, Aquatic, or Recreation programming as related to TAAF business.
4. Will mail/email reminders about registration deadlines to member cities. Reminders should be mailed/emailed a minimum of two (2) weeks prior to the deadline date.
5. Duties Prior to Regional Tournament:
 - a. Conduct various organizational meetings as necessary in preparation for event
 - b. Maintain accurate written records (minutes, etc.) of all meetings
 - c. Coordinate the scheduling of "Circuit" meets when necessary
 - d. Assist the Regional Tournament/Meet Director with brackets and seeding
 - e. Assist the Regional Tournament/Meet Director with the tournament information packet
 - f. Ensure that the tournament information packets are mailed a minimum of three weeks prior to the tournament
6. Duties at Regional Tournament:
 - a. Enforce all TAAF Regional and State rules and regulations
 - b. Be present at managers/coaches meetings, officials meetings, and throughout duration of event
 - c. Assist in checking team rosters and player identification when necessary
 - d. Serve as Director of Regional Tournament/Meet when required
 - e. Assist host in any problems or matters that affect the event or TAAF
 - f. Present positive public relations for TAAF and host city
7. Duties after the Regional Tournament:
 - a. Assist Regional Director and/or Regional Tournament/Meet Director with forwarding Regional results and State entries to State Sport Commissioner and State Tournament Director
 - b. Prepare and present report at the next Region 4 Meeting. The report should include, but is not limited to, the following:
 1. Number of teams/participants at event
 2. Review of event facilities and officials
 3. Report any special situations or problems which took place at the event
 4. Recommendations for improving event for next year
 - c. Assist coaches in developing legislative proposals when appropriate
8. Stipend:

- a. Must request stipend no later than 10 days after the conclusion of the event.
 - b. Fee schedule:
 - Boys Youth Basketball (\$200.00)
 - Girls Youth Basketball (\$200.00)
 - Swim Commissioner (\$200.00)
 - Swim Co-Commissioner (\$200.00)
 - Track Commissioner (\$200.00)
 - Track Co-Commissioner (\$200.00)
 - Volleyball (\$100.00)
9. If the Regional Sport Commissioner is also the host of the event, he/she shall not be reimbursed for commissioner stipend.
10. If the Regional Sport Commissioner is unable to attend the event, he/she must contact the Regional Director at least 10 days in advance and should recommend a replacement Commissioner at that time. The Regional Director shall have the privilege of appointing a replacement to fulfill the responsibilities of the Commissioner.

REGIONAL TOURNAMENT/MEET DIRECTOR RESPONSIBILITIES

Verify participant's age by checking drivers license or original birth certificates from the bureau of Vital Statistics.

Ensure that all entries are from T.A.A.F. member cities by checking the Official Individual Sport Registration form.

Notify the State Commissioner of the Regional Meet date and location, along with the name and telephone number of the tournament director.

Distribute Regional Meet information to all participating Region 4 cities **three weeks** prior to the meet.

Distribute information about the State Meet to all qualifiers at the Regional Meet.

Send appropriate fees and registration forms to the State Tournament Director.

Exception: Tennis and Gymnastic qualifiers are responsible for submitting their own entry fees.

INDIVIDUAL SPORTS

Age Determination for Individual Sports

Sport	Age Determining Date
Basketball (Boy's & Girl's Winter)	September 1 of Current <i>School</i> Year
Basketball (Boy's & Girl's Summer)	September 1 of Current <i>Calendar</i> Year
Boxing	Based on age as of Games of Texas dates
Cheerleading	September 1 of <i>Current</i> Year
Youth Flag Football	September 1 of <i>Current</i> Year
Junior Golf	September 1 of <i>Current</i> Year
Inline Hockey	September 1 of <i>Current</i> Year
Youth Softball	December 31 of <i>Current</i> Year
Swimming – Winter GOT	Age as of the day of the meet
Swimming – Summer GOT	June 1 of <i>Current</i> Year
Tennis	Based on age as of Games of Texas dates
Track & Field	Based on <i>the Year</i> the Athlete was born
Youth Volleyball	September 1 of <i>Current</i> Year

ELIGIBILITY

Individuals are encouraged to participate in their home city or where their school is located. In the case an individual desires/chooses not to participate in their home city, they are requested to complete a non-resident survey in the city they are participating.

All teams within T.A.A.F. Region 4 will be eligible to participate in region sponsored circuit meets, regional meets, and the state championship.

All eligible individual sport members participating in circuit meets and the Regional Meet will follow the meet rules in this handbook and the T.A.A.F. Cavalcade of Sports. This will include awards, procedures, events, eligibility, and any other matters pertaining to these meets.

FEES

TAAF Registration - \$5.00 per participant, per individual sport. Must complete on-line registration process at www.taaf.com. The State Office will invoice for this fee.

Swim and Track may have additional fees that are necessary to defray the costs of the Regional Meets.

- 1) Swim - Region 4 Membership Fee is \$12.00 per participant - to be paid by a separate invoice to Region 4

- 2) Track - Region 4 Membership Fee is \$1.00 per participant - to be paid on-line with TAAF registration

REGISTRATION FOR INDIVIDUAL SPORTS

Regional Tennis, Track, and Swim Commissioners may set early deadlines for registration as needed. Please check with each Commissioner for yearly deadlines.

On-line registration is mandatory for individual sports. The website is www.taaf.com Affiliate members will be required to pay all fees on-line with a credit card. Member Cities will be invoiced from the State Office. Be sure to print the liability waiver and collect all signatures.

TEAM SPORTS

PLAYER IDENTIFICATION

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.

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 photo static copy of a birth certificate from the Bureau of Vital Statistics is acceptable.

A player failing to provide appropriate proof of age or identification, when requested by a Meet Director, Tournament Director or State Commissioner may be declared ineligible and the team subject to disqualification.

ELIGIBILITY

Teams must be registered with TAAF by the registration deadline date. (See dates below)

Players must be listed on the official roster by the roster deadline set by Member City.

To advance in TAAF championship play, each team will be required to submit a complete team roster per the procedures found in the TAAF Cavalcade.

All participants in adult team sports must have attained the age of 16 prior to the registration date for teams in that sport, unless specific sport regulations provide otherwise.

FEES

All fees should be submitted with appropriate forms (see below)

\$11.00 per team for all team sports except Youth Softball

\$26.00 per team is registering less than 4 teams per division/classification

\$ 6.00 per team for Youth Softball

REGISTRATION FOR TEAM SPORTS

Send to the T.A.A.F. State Office:

The original Team Registration form.

The original League Registration form. Use separate form for each classification.

A check for team registration fees - \$11.00 per team (for 4 or more teams)

- \$26.00 per team (for 3 or less teams)

Send to the Region Director:

- Copy of the League Registration Form

- Copy of Team Registration Form

REGIONAL DEADLINES FOR REGISTERING TEAMS

Basketball

Men and Women Jan 1
Girl's & Boy's (Winter) Jan 15
Girl's & Boy's (Summer) June 17

Volleyball

Feb 1

Baseball

June 6

8-on-8 Flag Football

Oct 1

Men
Youth

4-on-4 Flag Football

Feb 15

Softball (Spring) May 18

Men and Women
Church (all)
Co-Ed Rec
Girl's & Men's Fast Pitch

Softball (Fall) Sept 11

Co-Ed Rec
Men & Women
Church (all)

OFFICIALS REGISTRATION

Each member city and affiliate has the option to register their local league officials at \$10.00 per official in the sports of basketball, flag football and volleyball. The official's registration fees shall be collected and remitted along with the Official's Registration form as each sport is organized throughout the year. These fees shall be sent to the Executive Director at the T.A.A.F. State Office.