

District Organization Guidelines

- 1) The Temporary District President is **HIGHLIGHTED**.
- 2) The Temporary District President should call an organizational meeting as soon as possible.

Agenda for the meeting should include, but not limited to:

- 3) Elect a **district president** and **vice president** and **notify the TAPPS office**. (E-mail bryan@tapps.net or edd@tapps.net , or fax 254-947-9368)
- 4) Elect a district secretary to keep accurate minutes of each meeting.
- 5) Copies of the minutes of each district meeting should be sent to each member school and the TAPPS Office.
- 6) **Establish district rules, including tie breakers.**
- 7) Establish guidelines for make-up games (weather, power failure, etc.)
- 8) Draw up district schedules
- 9) Contracts shall be developed for all FOOTBALL games between TAPPS schools, district and non-district. (Contract available on the FORMS page at www.tapps.net)
- 10) Review procedures for approving transfer students, foreign students, and students not living with parents.(Review by TAPPS Executive Board Sub-Committee to approve or disapprove)
11. Review Coaches Check list (EDUCATION PAGE at www.tapps.net)
- 12) Schedule end of season meeting to select all district teams, as required; Elect all state selection committee representatives.
- 13) Set district fees, financial responsibilities, accountability, awards, incidental expenses, etc.) Consider paying mileage for all-state representatives **THIS IS A DISTRICT DECISION WHICH WILL INCREASE DISTRICT FEES.**
- 14) **Approve Officials chapters to be used in DISTRICT play**
- 15) Other District business:

