

# SKAGIT VALLEY SOCCER REFEREE'S ASSOCIATION



**ARTICLES OF INCORPORATION AND BYLAWS**

**OPERATING PROCEDURES**

**March 1999**

(FIRST ADOPTED 19?? /REVISED AUGUST 15, 1992)



# BYLAWS OF THE SKAGIT VALLEY SOCCER REFEREE'S ASSOCIATION

## ARTICLE I: NAME

1.01 This organization shall be known as the SKAGIT VALLEY SOCCER REFEREE'S ASSOCIATION (SVSRA), hereinafter referred as "Association" and shall be affiliated with and come under the jurisdiction of the [State Referee Committee](#).

## ARTICLE II: PURPOSES

- 2.01 **PURPOSES.** The general purposes for the Association shall be the promotion of the sport of soccer and of soccer refereeing.
- 2.02 **SPECIFIC PURPOSES.** Specific purposes of the Association shall be :
- The representation, control, promotion and teaching of soccer refereeing within the Association.
  - The unification of all persons interested in refereeing the game of soccer in the Association.
  - The maintenance of jurisdiction over soccer referees in the Association.
  - The maintenance and protection of the interest of soccer and soccer refereeing in the Association
  - The provision of means for members to improve the quality of soccer refereeing.
  - The fostering of a spirit of pride, unity and cooperation among soccer referees.

## ARTICLE III. MEMBERSHIP

- 3.01 **ACTIVE MEMBERS.** The active membership of the Association shall consist of those persons resident in the State of Washington who are fully registered as Soccer Referees with the [SVSRA](#) and the United States Soccer Federation (USSF), and who agree to abide by the Articles, Bylaws, Rules and Regulations of the Association.
- 3.02 **MEMBERSHIP DUES.** The members may be assessed dues and fees from time to time as determined by vote of the membership at a properly scheduled meeting.
- 3.03 **STATUS OF MEMBERSHIP.** Membership in the Association shall be personal, shall not survive the death of any individual member and may not be transferred by any means.
- 3.04 **TERMINATION OF MEMBERSHIP.** Membership in the Association may be terminated for good cause shown by a two-thirds vote of the membership present at any general or specific meeting and upon thirty (30) days notice in writing to the member affected. At said meeting, the accused member shall be entitled to respond to the stated reasons and be heard in his own defense.
- 3.05 **REFEREE REMOVED BY ANOTHER REFEREES' ASSOCIATION.** Referees removed from membership in any other Soccer Referee's Association as a means of disciplinary action shall not be admitted to membership in the Association except by a Special Resolution.

## ARTICLE IV: MEETINGS OF MEMBERS

- 4.01 **ANNUAL GENERAL MEETING FOR ELECTION OF OFFICERS.** The annual general meeting of the SVSRA shall be held in the month of November. The time and place will be selected by the Board of Directors. All members shall be given notice in writing by the Secretary of the time, place, and agenda of the meeting at least ten (10) days before the meeting date.



- 4.02 **BOARD OF DIRECTORS MEETING.** The SVSRA Board of Directors will meet a minimum of six (6) times per year to conduct the business outlined in Articles V and VII, herein. Regular Minutes will be prepared and published.
- 4.03 **SPECIAL MEETINGS.** Special meetings of the membership for any purpose or purposes may be called at any time by the President of the Association or by the Board of Directors, at such time and place as the President or the Board of Directors may prescribe.
- 4.04 **ORDER OF BUSINESS.** The order of business at all meetings shall be as follows:
- a) Roll Call
  - b) Credentials
  - c) Minutes
  - d) Treasurer's Report
  - e) Communications
  - f) Officers' Report
  - g) Unfinished Business
  - h) Reports
  - i) Proposals
  - j) New Business
  - k) General
  - l) Election (Nov)
  - m) Adjournments
- 4.05 **NOTICE OF ANNUAL OR SPECIAL MEETINGS.** Written or printed notices stating the date, place and hour of the meeting and, in case of a special meeting, the purpose or purposes for which the meeting is called, shall be delivered not less than ten (10) days nor more than fifty (50) days before the date of the meeting, either personally or by mail, by or at the direction of the President or the Secretary, or the members calling the meeting, to each member entitled to vote at such meeting. If mailed, such notice shall be deemed to be delivered when deposited in the United States Mail, addressed to the member at his address as it appears in the records of the Association, with postage thereon prepaid.
- 4.06 **QUORUM.** A quorum shall consist of a minimum of 10 of the registered members entitled to cast a vote at any meeting. The vote of a majority of the votes entitled to be cast by the members present at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members, except as otherwise provided herein.
- 4.07 **VOTING BY PROXY PROHIBITED.** At any membership meeting, voting by proxy shall not be allowed.

#### ARTICLE V. BOARD OF DIRECTORS

- 5.01 **POWERS AND QUALIFICATIONS.** The powers and qualifications and the affairs of the Association shall be managed by the Board of Directors, hereafter referred to as "The Board", which shall not be less than three or more than seven in number. Each Director shall be a resident of the Association.
- 5.02 **DUTIES.** The Board of Directors shall be responsible for conducting the business and administering the affairs of the Skagit Valley Soccer Referee's Association to include, but not be limited to, the following:
- a) Enforcing the Articles of Incorporation, by-laws, and Operating Procedures of the SVSRA;
  - b) Approval or removal of SVSRA Standing Committee Chairpersons
  - c) Sign orders on the treasury
  - d) Strategic Planning



- 5.03 **ELECTION AND COMPOSITION OF THE BOARD OF DIRECTORS.** The Board of Directors shall be composed of the following:
- The Officers of the Association who shall be elected by the members is provided herein.
  - The Chapter Referee Assignor as appointed by the Board.
- 5.04 **VOTING BY THE BOARD.** Each member of the Board of Directors shall possess one vote in matters coming before the Board. All votes at meetings of the Board shall be cast in person. (Note: The Chapter Referee Assignor(s) is/are a non-voting member(s) of the Board. Voting by the President is permitted to break a tie vote).
- 5.05 **QUORUM OF THE BOARD.** A majority of the Board of Directors shall constitute a quorum for the transaction of business. The act of the majority of directors present at a meeting, at which a quorum is present, shall be the act of the Board of Directors. At any meeting of the Board of Directors at which a quorum is present, any business may be transacted and the Board may exercise all of its powers.
- 5.06 **REGULAR MEETINGS OF THE BOARD.** Notice of the time and place of the meeting shall be given to each member of the Board at a reasonable time before the date of said meeting. Minutes of all preceding meetings are kept by the Secretary and made available to Board or Association members upon request. Minutes from the preceding meeting will be read at each Board meeting unless waiver is approved.
- 5.07 **SPECIAL MEETINGS OF THE BOARD.** The Board of Directors shall hold special meetings for the management of the affairs of the Association whenever called by the President or Secretary or any two (2) or more Directors. At least ten (10) days notice to the members of the Board, of the time, place and reason for any special meetings shall be given.
- 5.08 **BOARD MEETINGS TO BE OPEN TO ASSOCIATION MEMBERSHIP.** All meetings of the Board of Directors shall be open to members of the Association.
- 5.09 **LIABILITY OF BOARD MEMBERS.** Each board member or officer now or hereafter serving the Association, and each person who, at the request of or on the behalf of the Association, is now serving or hereafter serves a board member or an officer of any other organization and the respective heirs, executors and administrators of each of them, shall be indemnified by the Association against all costs, expenses, judgments and liabilities, including attorneys' fees, reasonably incurred by or imposed upon them in connection with or resulting from any action, suit or proceeding, civil or criminal, in which he/she is or may be made a party by reason of his being or having been such board member or officer or by reason of any action alleged to have been taken or omitted by him/her as board member or officer, whether or not he/she is a board member or officer at the time of incurring such costs, expenses, judgments and liabilities, except in relation to matters to which he/she shall be finally adjudged, without right of further appeal in such action, suit or proceedings, to have been liable for willful misconduct in the performance of his/her duty as such board member or officer. Such indemnification shall be made with respect to adjudication other than on the merits and shall extend to settlements and compromises. The foregoing right of indemnification shall not be exclusive of other rights to which such board member or officer may be entitled as a matter of law.

## ARTICLE VI: OFFICERS

- 6.01 **THE NUMBER OF OFFICERS.** The Officers of the Association shall consist of at least a President, a secretary, a Treasurer, and one Director. The maximum number of Officers shall be seven consisting of the President, a First Vice-President, a Second Vice-President, a Secretary, a Treasurer and two Directors.



6.02 **ELECTION OF OFFICERS.** All Officers of the Association shall be elected by a majority vote of the members present and eligible to vote at the annual meeting of the membership, **as follows:**

a) **Officers to be elected in ODD numbered years are:**

- (1) President
- (2) First Vice-President
- (3) Secretary
- (4) Director 1

b) **Officers to be elected in EVEN numbered years are:**

- (1) Second Vice-President
- (2) Treasurer
- (3) Director 2

6.03 **NOMINATION.** The President may appoint a nominating committee each year to present a slate of nominees for Officers of the Association to the membership at the annual general meeting. Additional nominations may be received from the floor provided said nomination is seconded, that the nominee is present at the annual general meeting and consents to serve for the office nominated or is not present at the Annual General Meeting and consents in writing to serve for the office nominated.

6.04 **ELECTION PROCEDURE.**

- a) Prior to each election, the President shall appoint a person who is not a candidate for office to conduct the election and serve as the Election Chair. Such person shall appoint one (1) teller and one (1) secretary to pass out, collect and count the ballots in the presence of the Election Chair. Ballots may be distributed in advance by this committee as part of the procedure of signing-in. The election results shall be announced to the membership by the election chair who shall state the number of eligible votes, the number of votes counted, the number of votes necessary to elect, and the results of the balloting.
- b) In the event an objection is raised, a recount of the ballots may be approved by the Board of Directors in a weighted, roll-call vote. In the event a recount is authorized, each person running for office shall be entitled to appoint one person to monitor the recount.
- c) The Election Chair shall then entertain a motion to destroy the ballots.

6.05 **PERSONS ELIGIBLE TO BE OFFICERS.** An active Association member who has paid all dues and assessments and/or met all other qualifications for good standing. Shall be eligible for any office, except that the candidate for office of Treasurer must be bondable.

6.06 **TERM OF OFFICE.** The term of office of the Association shall be two years and/or until their successors are elected and qualified.

6.07 **REMOVAL OF OFFICERS.** Any officer may be removed from office by a majority vote of the members present and eligible to vote at any meeting of the Association. Notice of the proposed removal of a an officer must be given in writing to such officer at least thirty (30) days prior to the date of the meeting at which such removal is to be voted upon. Such notice to the officer must state the cause for the proposed removal. If an officer is removed from office pursuant to this provision, the membership shall thereafter elect a successor to serve during the unexpired portion of the term of office of the removed officer.

6.08 **VACANCY IN OFFICE.** If any officer resigns or if it is determined he/she will be unable to perform his/her duties within the successive sixty days, the Board shall appoint a successor to fill the office for the unexpired portion of the term. If the President resigns or is unable to perform his/her duties over the succeeding sixty days, the First Vice-President or next Officer in line shall succeed to the office of President for the unexpired portion of the President's term. The Board shall then appoint a successor to the position of just vacated with the first consideration given existing Board members



who may wish to move into the second position. Subsequently, the Board would appoint a successor to the unfilled position.

#### ARTICLE VII: DUTIES OF OFFICERS

- 7.01 **PRESIDENT**. The President shall supervise all activities of the Association, execute all instruments on its behalf, preside at all meetings of the membership of the Association and of the Board of Directors, call such meetings of the Board of Directors and of the membership as shall be required or deemed necessary, take care that the Bylaws are faithfully observed, represent the Association at other soccer meetings and perform such other duties usually inherent in such office. At meetings of the Board or of the membership, he/she shall decide all disputed points of law and order and vote on all motions and amendments only to break a tie. He/she shall appoint persons to committees as he/she reasonably sees fit.
- 7.02 **FIRST VICE-PRESIDENT**. The First Vice-President shall act for the President in his/her absence and perform such other acts as the President may direct. He/she shall succeed to the office of President if the President resigns or is unable to fulfill his/her duties within the succeeding sixty (60) days. He/she shall fill the office of the President for the unexpired portion of the President's term. He/she shall be a voting member of the Board of Directors. **He/She may co-sign orders on the Treasury. He/she shall be responsible for developing a quarterly newsletter and related marketing/publicity efforts.**
- 7.03 **SECOND VICE-PRESIDENT**. The Second Vice-President shall act for the President in the absence of the President and First Vice-President, and shall perform such other acts as the President may direct. He/she shall be a voting member of the Board of Directors. **He/She may co-sign orders on the Treasury. He/she shall be responsible for fundraising efforts.**
- 7.04 **SECRETARY**. The Secretary shall be first in line for the office of President if a First Vice-President is not elected at the Annual General Meeting. The Secretary shall keep a true account of the meetings of the membership and of the Board of Directors. He/she shall take roll call at the meetings and shall take care of all business correspondence and maintain a file of such. He/she shall file all minutes away for future reference. He/she shall provide timely notice to members of the time and place of the Annual General Meetings. He/she shall provide notice of the time and place of Board of Directors meetings in the minutes and shall timely send a copy of the minutes to each member of the Board of Directors. He/she shall keep current copies of the Bylaws and Articles of Incorporation and shall provide a copy to any member who requests it. He/she shall perform such other acts as the President may direct. He/she shall be voting member of the Board of Directors. **He/she may co-sign orders on the treasury. He/she shall maintain a current list of the membership, including names, addresses and telephone numbers.**
- 7.05 **TREASURER**. The Treasurer, who may be bonded, shall receive and be accountable for all funds belonging to the Association other than sums paid to the SVSRA by the various leagues for refereeing services. He/she shall receive all dues, fines and assessments. He/she shall maintain bank accounts as needed by the SVSRA and shall pay all obligations incurred by the SVSRA. He/she shall require the submission to him/her of financial records of the SVSRA Assignor and shall prepare a written consolidated financial report of the activities of the SVSRA to the members at least once annually. He/she shall make available his/her records to an audit committee, which may be appointed by the Board, upon request. He/she shall be a voting member of the Board of Directors.
- 7.06 **OTHER DIRECTORS**. Other Directors elected at the Annual General Meeting shall perform such duties as the President may direct. Each Director shall be a voting member of the Board of Directors.

#### ARTICLE VIII. COMMITTEES

- 8.01 **FORMATION OF COMMITTEES**. SVSRA Committees shall be established as required to satisfy the programs and needs of the SVSRA, for orderly and timely implementation. **Committee activities**



will be based upon approved budget items or may require Board of Director's approval of additional expenditures.

- A) Appointment or removal of Committee Directors is subject to Board approval. Committee activities shall be supervised by respective SVSRA Officers. Committee Directors shall administer their respective activities and be responsible to the Board of Directors through the respective SVSRA Officer.
- B) The Board of Directors shall publish a list of standing and special committees each year, which also shall include SVSRA program functions not necessarily supported by a committee, not later than the beginning of the fiscal year. This list will define the Board of Director's members responsible for the committees and the committee chairperson.
- C) Committee Chairs will be confirmed annually, before the beginning of the new fiscal year. In case responsible SVSRA officers fail to submit names for approval, the President will appoint committee chairpersons with the approval of the Board of Directors.

### ARTICLE VIII: CONDUCT OF REFEREES

- 8.01 **ASSIGNMENT ONLY OF REFEREES IN GOOD STANDING.** The Chapter Referee Assignor shall first assign games to those referees who are members in good standing of the SVSRA and then assign members in good standing of other Chapters as needed.
- 8.02 **ACCEPTANCE OF GAME ASSIGNMENTS.** All member-referees should accept game assignments whenever possible. Inability to fulfill assignments should be based only on emergency situations and work conflicts and not on personal desires. A member unable to fulfill an assignment shall notify the assignor as soon as possible so that appropriate alternate arrangements can be made.
- 8.03 **REFEREE'S UNIFORM.** A referee assigned to a game under the jurisdiction of the Association shall wear a proper USSF referee uniform, and the appropriate United States Soccer Federation patch shall be worn on the left shirt pocket.
- 8.04 **PENALTY FOR FAILURE TO FULFILL ASSIGNMENT.** Any member failing to fulfill an accepted game assignment may be assessed a penalty by the State Association unless excused by the Assignor for good cause. Any member may appeal an adverse decision to the Board of Directors of the SVSRA provided said appeal is submitted within thirty (30) days of receipt of payment from which a deduction has been made. All decisions of the State Association Board shall be final.
- 8.05 **MEMBER BRINGING GAME OR ASSOCIATION INTO DISREPUTE.** A member whose actions or words brings the game of soccer or the Association or fellow referees into serious disrepute may be required to appear before the State [Ethics and Grievance Committee](#) which shall judge the matter and render a written decision which may involve disciplinary action.
- 8.06 **VIOLATIONS FOR WHICH NO PENALTIES PRESCRIBED.** The State [Ethics and Grievance Committee](#) retains the right to prescribe and levy such penalties as are reasonable commensurate to the gravity of offenses reported giving proper weight to the preservation of the honor and integrity of the State Association and SVSRA.
- 8.07 **FINES DEDUCTIBLE FROM EARNINGS.** When a fine or penalty is levied against a member, the amount of the fine may deducted from the earnings of the member and deposited into the bank account of the SVSRA.

### ARTICLE IX: ADMINISTRATIVE AND FINANCIAL PROVISIONS

- 9.01 **FISCAL YEAR.** The fiscal year of the SVSRA shall begin at 12:01 a.m. on September 1 and end at 11:59 p.m. on August 31, of the following year. All financial rules and regulations are in effect during the twelve (12) months of the fiscal year.



- 9.02 BUDGET.** The Treasurer, with the support of the SVSRA Board of Directors, shall prepare a proposed budget for the next fiscal year. Copies of the proposed budget, by line item, shall be submitted to the Association at least thirty (30) days prior to the meeting at which it is adopted. Copies of the approved budget, by line item, shall be printed in third quarter newsletter. The budget shall be limited for any given year to expected income plus reserve for that year. The total budget shall include no less than a 10% contingency fund each year.
- 9.03 AUDIT.** The financial books and accounts of the SVSRA, maintained by the Treasurer, shall be audited bi-annually immediately following the Treasurer's current term of office. A member of the Association can act as an auditor. The auditor may not be a member of the Board of Directors.
- 9.04 DISBURSEMENT OF OFFICIATING FEES.** Any disbursements of funds to Association members for the performance of officiating duties shall first be authorized by the Board of Directors. All amounts shall be paid by check, which shall be signed by two (2) SVSRA Board of Director's.
- 9.05 DISBURSEMENT OF SPECIAL FUNDS.** Any disbursements of funds raised from sources other than referee registration, assignment, or officiating fees (fundraising efforts, donations, grants, shall first be authorized by the Board of Directors. All amounts shall be paid by check, which shall be signed by two (2) SVSRA Board of Director's.
- 9.06 DISSOLUTION.** Should the SVSRA be dissolved, all monetary assets remaining after payment of all debts shall be turned over to the State Referee Committee Development Fund.
- 9.07 NO RISK POLICY.** SVSRA shall not institute programs or services that not covered by either a budget item or by assured funds from outside sources or by funds generated by properly implemented SVSRA programs or by funds covered in Section 9.08.
- 9.08 FINANCIAL PLANNING.** For the purpose of long-range financial planning, funds from outside sources, funds generated through SVSRA programs or through investment of SVSRA, monies can be budgeted for specific future SVSRA programs or projects ("earmarked") over a period exceeding the (one) fiscal year. Any such plans identified by the Board of Directors require approval from the Association. The transfer of unused budgeted funds to the next fiscal year for the same program (budget item) is possible. Any such plans must be identified by the Board of Directors and presented to the Association for approval at the budget meeting (See 9.02) with a thirty (30) day notice.
- 9.09 FUNDRAISING.** Any fundraising programs, including marketing, in the name of SVSRA and/or using the logo of the SVSRA require Board of Directors' approval.
- 9.10 BUSINESS CONFLICT OF INTEREST.** No members of SVSRA shall engage themselves in a SVSRA position or function in an effort to gain advantage for their personal or business gain. Any potential conflict of interest shall be declared in a disclosure statement to the Board of Directors, either voluntarily or upon request to the Board of Directors. If a conflict of interest is evident, the Board of Directors shall request the withdrawal of the person or recommend an investigation by the Board of Directors for removal.
- 9.11 AMENDMENT OF THE ASSOCIATION BYLAWS MAY BE MADE THROUGH:**
- (a) Amendment by the Board of Directors. These Bylaws may be altered, amended or repealed by affirmative vote a majority of the Board of Directors at any regular or special meeting of the Board. Said alteration, amendment or repeal of the Bylaws by the Board shall thereafter be submitted to the membership for approval or rejection at the next annual meeting of the members or at the next special meeting of the members called for that purpose. Alteration, amendment or repeal of the Bylaws as provided herein by the Board shall be valid and binding until such time as the members reject such action of the Board as provided herein.
  - (b) Amendment by the Members. These Bylaws may be altered, amended or repealed by affirmative vote of a majority of the members at any annual or special meeting of the members, if prior





written notice of the specific alteration, amendment or repeal is given to the members ten (10) days prior to said meeting.

9.12 **RULES OF PROCEDURE**. The rules of procedure at meetings of the membership and of the Board of Directors of the Association shall be the rules contained in Robert's Rules of Order on Parliamentary Procedure, newly revised so far as applicable and when not inconsistent with these Bylaws, the Articles of Incorporation or with any resolution of the Board of Directors.

These Amended Bylaws were duly adopted by the Board of Directors on \_\_\_\_\_ and were then ratified by the membership at a meeting called for that purpose on \_\_\_\_\_.

\_\_\_\_\_  
President

ATTEST: \_\_\_\_\_  
Secretary



## APPENDICES



## APPENDIX A

### OFFICIAL REFEREE UNIFORM



(Source: <http://www.us-soccer.com/scripts/runisa.dll?M2.131412:gp:553447:15028+ref/hb/index>)



## APPENDIX B

### THE REFEREE COMMITMENT

The U. S. Soccer Federation National Referee Program, through the involvement of each referee, is recognized by players, coaches, and administrators as a program which consistently provides excellence in officiating and displays the highest level of professionalism through service and dedication.

To accomplish this, I, as a referee, am committed to:

1. Officiating matches in a fair and safe manner that ensures players and spectator enjoyment.
2. Maintaining my physical fitness for peak performance.
3. Faithfully keeping all appointments assigned to and accepted by me.
4. Supporting my fellow officials with loyalty, pride, and dignity.
5. Conducting myself in a way to be ethically and morally beyond reproach.
6. Granting players and coaches dignity and self-respect.
7. Contributing to the overall development of the National Referee Program.
8. Remaining committed to a continuous learning and improvement process that enables me to perform to my full potential.

(Source: <http://www.us-soccer.com/scripts/runisa.dll?M2.131412:gp:553447:15028+ref/hb/index> )



## APPENDIX C

### STANDARDS OF CONDUCT AND CODE OF ETHICS FOR REFEREES

1. I will always maintain the utmost respect for the game of soccer.
2. I will conduct myself honorably at all times and maintain the dignity of my position.
3. I will always honor an assignment or any other a contractual obligation.
4. I will attend training meetings and clinics so as best to know the Laws of the Game, their proper interpretation, and their application.
5. I will always strive to achieve maximum team work with any fellow officials.
6. I will be loyal to my fellow officials, and never knowingly promote criticism of them.
7. I will be in good physical condition.
8. I will control the players effectively by being courteous and considerate without sacrificing firmness.
9. I will do my utmost to assist my fellow officials to better themselves and their work.
10. I will not make statements about any games except to clarify an interpretation of the Laws of the Game.
11. I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
12. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates.

(Source: <http://www.us-soccer.com/scripts/runisa.dll?M2.131412;gp:553447:15028+ref/hb/index> )



## APPENDIX D

### ETHICS AND GRIEVANCE PROCEDURE FOR REFEREES, ADMINISTRATORS, ASSIGNORS, INSTRUCTORS AND ASSESSORS

#### PURPOSE

To define a general policy and guideline under which the U.S. Soccer Federation National Referee Committee may (a) determine whether individual members act within acceptable limits so far as ethical conduct or conflict of interest are reflected in their conduct as soccer officials and members of the U.S. Soccer Federation, and (b) take action to discipline members who have acted outside acceptable limits, as indicated herein.

#### POLICY

Membership is a privilege offered and granted to individuals who perform capably as State Referee Administrators, referees, referee assignors, referee instructors and referee assessors during U.S. Soccer Federation sanctioned activities. It carries with it an obligation for each individual member to uphold and promote the stated goals and objectives of the federation and do nothing to bring the Federation into disrepute or work against its goals and objectives. Any conduct which is considered unethical or as conflict of interest shall be subject to discipline by the U.S. Soccer Federation National Referee Committee.

#### PROCEDURE

1. Any member or affiliated body of the U.S. Soccer Federation may file a complaint of unethical conduct or conflict of interest against any Committee Chairman, State Referee Administrator, State Youth Referee Administrator, referee assignor, registered referee, registered referee instructor or registered referee assessor of the Federation. All complaints must be made in writing, to the duly authorized State Referee Administrator and/or State Referee Committee having jurisdiction over the member. That State Referee Administrator and/or State Referee Committee shall investigate the matter to its satisfaction, and then take the appropriate action to either dismiss the charge (s) as unsustainable, or to invoke the appropriate discipline as prescribed under the "Table of Penalties".
2. National State Associations take jurisdiction when the State Referee Administrator is the member the complaint is filed against or if the State Referee Administrator or State Referee Committee is unable to come to a decision within thirty (30) days of receiving the complaint or if the aggrieved party appeals the decision of the State Administrator or the State Referee Committee.
3. The U.S. Soccer Federation National Referee Committee takes jurisdiction over those complaints where the National State Association is unable to reach a decision within (30) days of receiving the complaint or if a party appeals the decision of the National State Association.
4. All final decisions must be rendered in writing, and copies mailed within two weeks of the decision, to all parties concerned.

#### TABLE OF PENALTIES

When complaints are sustained, the action taken is to be from among the following:

1. Letter of reprimand
2. A fine
3. Suspension from all active participation in the Federation for a fixed period of time
4. Combination of 1, 2 and 3 above
5. Dismissal from the U.S. Soccer Federation

The severity of the discipline shall be determined by the decision making body having jurisdiction.



When felt appropriate by the decision making body having jurisdiction, the member who the complaint is against may be temporarily suspended from active U.S. Soccer Federation Participation during investigation of the complaints. The temporary suspension may not exceed 90 days unless the aggrieved party has appealed the decision. Any member, while under suspension, may not take part in any activity sponsored by the U.S. Soccer Federation and/or its member bodies.

### **APPEAL PROCEDURE**

Members who have received a penalty under this policy may appeal the decision and penalty, providing:

1. They do so in writing with not less than six (6) copies of the appeal being sent.
2. They do so within thirty (30) days of receiving notice of the decision.
3. The applicable fee of \$100 in the form of a money order, cashiers or certified check shall accompany the appeal.
4. They follow the U.S. Soccer Federation Referee Committee Policy Statement Standards of Conduct: Ethics and Grievance Procedure.
5. They make the appeal to the proper level above the decision making level invoking the penalty.

### **ETHICS AND GRIEVANCE PROCEDURE**

STEP 1 Grievance filed in writing with State Referee Administrator.

STEP 2 Grievance filed in writing with National State Association.

STEP 3 Grievance filed in writing with U.S. Soccer Federation National Referee Committee.

### **LEVELS OF APPEAL**

STEP 1 Appeal filed in writing with National State Association.

STEP 2 Appeal filed in writing with U.S. Soccer Federation National Referee Committee.

(Source: <http://www.us-soccer.com/scripts/runisa.dll?M2.131412:gp:553447:15028+ref/hb/index> )



## APPENDIX E

### PROCEDURE: ASSAULT ON REFEREES

#### WHAT TO DO?

Assaults do happen, even to experienced referees. If such assaults are to be stamped out, referees must follow a sensible and consistent course of action that will enable the State Association to punish offenders, and discourage potential offenders from act of violence. A referee should react to an assault in a manner that will permit administration and enforcement agencies to do their job.

#### IF AN ASSAULT OCCURS

1. Never, never, strike back, if such action can be avoided. Defend yourself as passively as possible. When a referee is struck, the majority of players and bystanders are automatically sympathetic towards him, even if they were previously hostile. If the referee chooses to slug it out, he stands to lose the support and calming influence of these people. He may also prejudice his own legal position.
2. Try to remain calm and avoid undue signs of stress. Maintain a standard of behavior befitting a professional referee. Remember that police officers are assaulted frequently, yet they react in a controlled a manner as the situation permits, drawing on their resources of self-control to get to the top of the threatening situation.
3. Get the details down on paper (when things are under control).
  - a) Note the player's number and obtain his name from the team captain or coach if necessary.
  - b) Send him off if possible. if not, advise the captain of your decision, and be prepared to abandon the game if the player is not removed completely from the scene.
4. Obtain witnesses. Consult your linesmen, if any, or any unattached bystanders. Obtain names and telephone numbers. Use other players only as a last resort. Do not be concerned about holding up the game; common assault is a criminal offense and must be treated seriously. Make notes to be sure that your subsequent report is accurate. After the game, discuss the incident with your witnesses; this is quite legal as no charges have been laid at this stage. Get your facts right.
5. Seek medical attention if you are injured. Go to the nearest hospital emergency room or trauma clinic. The medical personnel will treat any injuries, and document them for the record.
6. Upon returning home after the game, contact by telephone the President of the State Association, and the State Referee Administrator. Those individuals will then be aware of the incident, and will be in a position to give support and advice. You are probably still quite upset, so take all the help you can get.
7. Official Notification of the Incident. The referee, shall, by the next "business day" (Monday, if the incident took place on a weekend), notify the S. R. A. and the State President, or his designee, and follow up with a complete written report.
8. Write a report. The report of misconduct toward the game official must be professional, precise, informative, not too brief, not too long, and above all, accurate. The report should be accompanied by written reports from the linesmen (if used) and by copies of any other game misconduct reports sent to the league under whose jurisdiction the match was played.
9. Procedure for Report Transmittal. The written reports are sent within 48 hours to the S.R.A. and the State President or his designee. For tournaments or special events, the tournament director/event coordinator must be notified, in writing, on the day of the incident, and the referee's home state S.R.A.(if out of state) within 10 days.
10. Report Terms and References:
  - A) REFEREE includes the following:
    - 1) All currently registered USSF referees, linesmen, 4th officials or others duly appointed to in the officiating in a match.
    - 2) Any non-licensed, non-registered person serving in an emergency capacity as a referee.
    - 3) Any club linesman.
  - B) REFEREE ASSAULT is an intentional act of physical violence at or upon a referee.





Assault includes, but is not limited to , the following acts committed upon a referee: hitting, kicking, punching, choking, spitting at or on, grabbing or bodily running into a referee; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. car, equipment, etc

- C) REFEREE ABUSE is a verbal statement or physical act which implies or threatens physical harm to a referee or the referee's property or equipment.

Abuse includes, but is not limited to, the following acts committed upon a referee: using foul or abusive language toward a referee; spewing any beverage on a referee's personal property, or verbally threatening a referee.

NOTE: Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as "I'll get you after the game" or "You won't get out of here in one piece", shall be deemed referee abuse.

- D). SPECIAL EVENTS: Include, but are not limited to, all international matches involving a national team (foreign or domestic) or foreign professional clubs, any tournaments, and national cup competitions at the interstate level or

- E). SERIOUS INJURIES: Those injuries that require hospitalization or treatment by a qualified dentist or medical practitioner.

11. In the event that the assault is serious enough for you to consider filing civil action with the local authorities, you do have that right; however, you must inform the State President of your intent to do so.

(Source: <http://www.us-soccer.com/scripts/runisa.dll?M2.131412:gp:553447:15028+ref/hb/index> )



## APPENDIX F

### THE NATIONAL REFEREE ASSESSMENT PROGRAM FIELD ASSESSMENT OF REFEREES AND ASSISTANT REFEREES

#### INTRODUCTION

The United States Soccer Federation Assessment Program, under the Director of Referee Assessment, develops policies, programs, and procedures to guide the evaluation of officials by trained and certified assessors. The objective of this evaluation -assessment- is to assist officials at all levels of the game to improve and sharpen their skills.

Assessors, certified by the United States Soccer Federation, function under the direction of State Directors of Assessment who report administratively to the state Referee Administrator and who are responsible for carrying out the mission of the National Program. There are presently four assessor grades: Associate (the Entry Level), Assessor, State Assessor, and National Assessor. A limited number of National Assessors are certified each year. They report directly to the National Director of Referee Assessment and are responsible for assessing officials at the highest levels of the game and - where qualified as instructors - for conducting Entry Level Assessor Clinics.

Official assessments of upgrading purposes must be conducted by a currently certified and registered United States Soccer Federation Assessor. Assessors, like referees, must register each year to retain their certification.

#### RESPONSIBILITY FOR SCHEDULING ASSESSMENTS

The State Director of Assessment (or in the absence of an SDA, the State Referee Administrator) is responsible for developing a corps of assessors large enough to meet the assessment needs of the State Association. The SDA, or a delegate, is responsible for scheduling assessors to meet the needs of officials within the state.

#### ASSESSMENT FORMS

The results of an assessment on a referee or linesman are reported in two ways. A numeric rating on each of 8 Assessment Criteria is developed by the Assessor. From his numeric evaluation, he develops a Feedback Form containing a summary of his findings. The Feedback Form is provided to the official following the game or within 10 days thereafter. It is United States Soccer Federation Policy that the numeric-rating/worksheet is NOT provided to the official.

It is the responsibility of the State Director of Assessment to develop means for circulating completed forms to officials in a timely manner. It is also his responsibility to provide copies of these assessments to the State Referee Administrator to support officials' requests for upgrading. The State Association is also encouraged to develop a database of information that can be drawn upon to facilitate referee administration.

Assessments of National and State 1 referees are to be submitted to the United States Soccer Federation and the National Director of Assessment where the Official has been assessed on amateur first division games or higher level of competition. These assessments are entered into a national database. This provides an opportunity for senior officials to be evaluated by the United States Soccer Federation for assignment to national games and to provide a list of officials who should be considered for the International Grade.

#### ASSESSMENT CRITERIA

#### **SVSRA GENERAL MEETING**

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**MARCH 15, 1999**



The following information is a summary of the criteria for the United States Soccer Federation Assessors. It is intended to serve as a guide for use in evaluating and reporting on referees and linesmen who seek performance improvement and upgrading.

#### Dress and Appearance

All referees and linesmen must wear the uniform prescribed by FIFA and the United States Soccer Federation.

To be assessed, the official must be currently registered and wear a current badge of the appropriate level during the match being assessed.

Under appearance, assessors will be concerned that the official presents a neat, proper, and professional appearance. They are instructed not to "nit-pick" such things as hair style, beards, and other subjective factors.

#### Pre-Game Organization

A well officiated game starts with, and is aided by, careful attention to pre-game procedures. The assessor is instructed to observe, without intruding, the following items:

**Arrival.** Officials are expected to arrive a minimum of thirty minutes prior to the match for routine league matches. For United States Soccer Federation Cup Games and other major tournaments, one hour prior to the match.

**Field Inspection.** All three officials should inspect the field. Inspection should include examination of all marking and dimensions. Special attention should be given to critical marking like the penalty-area, penalty-mark, and goal- and touchlines. Goals and nets should be checked, and corner flags checked for proper height and location. Dangerous objects on the field should be examined and dealt with as necessary.

**Personal Equipment.** All three officials should have two watches, two pens or pencils and notebook, linesmen's flags, coin, red and yellow cards, and two whistles. They should also have access to supplementary equipment such as a ball pump, inflation needle, and other items.

**Instructions to Linesmen.** Instructions to neutral linesmen should include designation of one of them as a senior linesman, positions at the kick-off, goal-kick, corner-kick, penalty -kick, and free-kicks near the goal. The referee should indicate the direction of his diagonal and the functions of the linesmen on set plays and at the scoring of a goal. He should emphasize their roles in dealing with off-side infractions and how they should deal with fouls in their vicinity and away from his vision (including fouls by defenders in their own penalty-areas).

**Players' Equipment and Identification.** A formal check should be made of team colors, especially goalkeepers and players' equipment. Nothing dangerous should be permitted. Footwear should conform to the Laws of the Game. Player passes should be checked where they are in use by the league or competition; it is expected that the referee be aware of the requirements for the particular competition.

**Game Ball.** The game balls and reserve balls must be inspected.

**Starting Time.** The referee should never be the cause of a delayed kick-off, but many other factors may play a part - absence of a team, shortage of players, and so on. The referee should make every reasonable effort to start on time. Similarly, there should be no unnecessary delay after half-time.

#### FITNESS

United States Soccer Federation referees are required to take an annual fitness test to be recorded by the SRA. However, during the course of a match, an individual's level of fitness may fluctuate, thereby affecting his performance on the field. In evaluating the referee's fitness, the assessor considers his age and experience (an "old hand" may do far less unnecessary running than would a beginner). The assessor



evaluates such things as: Was play held up because the referee could not keep up? Was he noticeably slower at the end of the game? Was he capable of sprinting when necessary? How well did he cover the field of play? (Some items will be considered under "Positioning" and may have nothing to do with fitness, but with lack of good mechanics.)

#### ATTITUDE TOWARD PLAYERS COACHES, SPECTATORS, AND OTHER OFFICIALS

Good officials are expected to be firm but fair, authoritative but courteous, responsible yet cooperative. Referees will gain the most respect if approachable, even when that approachability may be misused by some who choose to express dissent. The assessor is careful to recognize the difference between permissiveness (a weakness) and approachability, which when combined with firmness, can be a great strength.

Referees should be tolerant and supportive of fellow officials, even when disagreements about decisions arise.

The courtesy extended to other participants in a game should not lead to much fraternizing with the players, coaches, or other officials. Such actions can lead to a compromise of the referee's principles.

#### POSITIONING AND MECHANICS OF OFFICIATING

The assessor, after watching the game, will answer such questions as these about the referee's positioning and mechanics.

- Was he generally in good position on set plays such as goal-kicks, corner-kicks, throw-ins, penalty-kicks, and free-kicks near the goal?
- Was he generally in good position at other times; free-kicks in mid-field, off-side situations, during attacks, and during counter-attacks? Was he close to play, but not so close that he hindered it?
- Did the referee run a basic diagonal - but departing from it when necessary - keeping linesmen and play in view at most times? Did he ever duplicate responsibility with the linesmen? Did he work as a team?
- How good was cooperation between referee and linesmen? Did the referee accept information (flags) from his linesmen, or did he choose to ignore them - even when they were in a better position than he? When necessary to over-rule his linesmen did he handle it in a professional manner, and did the linesmen accept it without rancor or obvious disagreement?

#### GAME CONTROL

The assessor will look for answers to questions like these:

- How well did the referee control the game overall? Was he able, by virtue of his personality, to command respect and have authority? Was he "picky", stopping the game for trifling offenses, rather than letting it flow?
- Were decisions hesitant and late, or were they clear, firm and prompt? Did he permit constant dissent by players or by bench personnel?
- How well did he deal with serious infractions or persistent misconduct? Did he simply give a free-kick or could he be seen to warn first, then use his yellow card? When he cautioned or sent off players, did he use correct procedures? Was it clear who the offender was? Did he inform the player firmly - but tactfully - as to what action he was taking?
- Was he able to spot "off-the-ball" infractions and did he punish the offenders?

The assessor looks for an official's knowledge of the Laws, correct interpretation of their letter and spirit, and his courage to apply them and take stern action when necessary.

#### SIGNALS

There are three forms of signals used by officials; the whistle, the flag, and the hand. The correct use of approved signals forms an important part of the referee's performance.

#### THE WHISTLE

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Two messages are conveyed by the sound of the whistle: Stop Play! and Play! The intensity with which the whistle is blown forms an important part of the message.

•Does the referee understand this and does he apply the principles of "hard" and "soft" whistles during the game? Does he only use the whistle when necessary, not calling attention to himself by unnecessary whistling?

#### COURAGE, CHARACTER, AND CONSISTENCY

Formally referred to as "impartiality", this section of the assessment form has been renamed to reflect more accurately the meaning of this section of assessment criteria. The assessor assesses the real ability of a referee when he is in adversity, since the strength of his personality is brought to the fore.

•How well does he stay "cool under fire"? What are indications that he has the personal strength to measure up to the demands placed on him? •Does the referee continue to enforce the Laws of the Game without bias, amid the boos and displeasure of irate fans? Or, is he consistently "late" in making decisions, responding to appeals made by players, coaches and spectators? (The assessor is reminded, however, that it can be a sound technique to make "a late decision right" rather than one "too soon and wrong.")

The assessor is looking for consistency. If the referee's calls are consistently late and consistently in accord with player (and others') appeals, the assessor will doubt his fortitude and record it negatively.

#### ACCURACY OF DECISIONS

There are two aspects to this section of the criteria: Did the referee accurately identify the infraction? And, did he then mete out the correct punishment? In identifying the infraction, the assessor is reminded to be aware that the referee is much closer to play, and may have a better angle of view. He has no such ambiguity when evaluating the correctness of the punishment, however.

•Does the referee distinguish between intentional hand-balls and those other instances when the ball accidentally strikes hand or arm? •Can the referee spot the player who climbs on an opponent to head the ball? And, can he see the player who "backs under" an opponent who is heading the ball? •Does the referee correctly identify the culprit when a player is obstructed and, as a result, pushes his opponent in the back? •Does the referee allow good sliding tackles when the dispossessed player falls the outstretched leg, but does he penalize the defender who intentionally slides in to take both player and the ball? •Can the referee identify so-called "professional fouls" aimed at the Achilles Tendon, the back of the knee, or the ankle by going "over the ball"?

The correctness of the punishment is judged when a particular infraction warrants more than a free-kick. In these cases, does the referee caution or dismiss a player? Is the referee's decision accurate and sufficient for the task?

#### USE OF ADVANTAGE

The use of the advantage clause, and the ability to identify "trifling" or "dubious" infractions are trademarks of the master of the refereeing profession. These same skills can cause problems for officials, however, because decisions to apply or not apply these two parts of the Laws can affect control of the game.

The assessor considers these factors:

•Is he consistent? For similar infractions committed by players on opposing teams at different times during the game, does he allow advantage where it applies? •Having applied advantage, does he nevertheless notify the player who committed the infraction? •In a "tight" game, does the referee restrict the use of



advantage to attacking portions of the field, using it sparingly, to maintain control? •Does the referee always allow advantage where the infraction does not involve physical contact between players?

The assessor considers the nature of the game. What is considered "trifling" at the professional level would be more serious in youth soccer, for instance. In competitive leagues, players often expect a certain amount of "illegal contact as part of the game".

#### OTHER FORMS

The United States Soccer Federation has approved a number of forms for use by assessors in making notes during a match. These are fully described in the United States Soccer Federation Guide for Assessors, available from the National Headquarters. A fee may be charged.

#### BECOMING AN ASSESSOR

Experienced officials who possess the necessary technical and "people" skills are invited to become part of their State's assessment program. Most State Associations (or groups of State Associations) host Entry Level training courses at least once a year. Contact should be made with the State Director of Assessment or State Referee Administrator for information about upcoming courses.

#### FORMS AND OTHER INFORMATION

State Directors of Assessment and State Referee Administrators who need information about the national assessment program should contact the Director of Officials, United States Soccer Federation, Inc., 1801-1811 South Prairie Avenue, Chicago, 60616.

Individual referees should make all contacts through their State Associations. The names and addresses of all state SDAs and SRAs are available from the above address.

(Source: <http://www.us-soccer.com/scripts/runisa.dll?M2.131412:gp:553447:15028+ref/hb/indexc> )