

Procedure for Adopting “Policy and Procedures”

(Revised September 2016)

The Western New York State Referees Association’s (WNYSRA) State Referee Committee (SRC) will maintain the “Policies and Procedures” that address the United States Soccer Federation (USSF) National Referee Program. The policies and procedures as approved by the SRC will act as a common set of guidelines across WNY. This document will be maintained by the SRC secretary.

Any member of the SRC can request an amendment to the *Policy and Procedures*.

Procedure for Administration:

Copies must be made available (email distribution is acceptable) for the executive board plus each DRA.

SRC Executive Board consists of:

- | | |
|---|--|
| 1. State Referee Administrator (SRA) | 4. State Director of Instruction (SDI) |
| 2. State Youth Referee Administrator (SYRA) | 5. State Director of Assignors (SAC) |
| 3. State Director of Assessment (SDA) | 6. WNYSA Representative |
| | 7. NYSWYSA Representative |

All requests will be voted on for approval at the full SRC meeting held in September.

To be adopted as a “Policy or Procedure” for WNYSRA it must be approved by a majority vote of the full SRC:

Implementation:

After successfully being adopted, the SRC secretary will add the policy or procedure to the WNYSRA SRC Policy and Procedures Document. The new *Policies and Procedures* will be in effect immediately upon approval unless a resolution to delay implementation is made by the SRC.

Policies and Procedures for Western New York State Referees Association

I. Assistant State Referee Administrator Title Changed to District Referee Administrator

The title change from Assistant State Referee Administrator to District Referee Administrator has been adopted to be consistent with other districts and titles across the national state associations. The title District Referee Administrator better describes the function being done at the district level.

II. Emeritus Status for WNYSRA

Referees who register as an emeritus referee must meet the following requirements:

- Reached the age of 45 years before January 1 of the year of registration.
- An emeritus referee wishing to officiate adult games must meet the Grade 7 requirements
- An emeritus referee wishing to officiate youth games must meet the Grade 7 requirements minus the fitness and assessment component

III. Referee Taking Leave of Absence

Anyone who does not register for subsequent years may return to officiating. The requirements for returning are detailed by *U.S. Soccer* under “Referee Not Registered in Previous Year.”

IV. Dual System of Control and Assigning

U.S. Soccer outlines the Systems of Officiating Soccer Games. *U.S. Soccer* only recognizes one system for officiating soccer games, namely the diagonal system of control (DSC), consisting of three officials - one referee and two assistant referees. *U.S. Soccer* lists acceptable alternatives.

V. Upgrade Procedures for WNYSRA Referees

All WNYSRA referees seeking upgrade must do the following:

- 1) Announce his or her candidacy by submitting a written request to the SRA by March 1.
- 2) After the required game experience review, the candidate will receive a notice of approval or denial of the request from the SRA.
- 3) The SAC will submit to each district lead assignors, the names of the approved candidates. Assignors are required to add upgrade candidates to the regular rotation of next-higher level assignments in order to accumulate experience to be certified competent at the next level.
- 4) The SRA will notify the SDA that the assessment process should begin for the approved candidates.
- 5) All candidates must meet the requirements as outlined by *U.S. Soccer* and WNYSRA.

VI. Assessment Fee Guidelines in WNYSRA

Assessors must be compensated for work performed; therefore, the fee to be paid is dependent upon who assigns the assessor.

- 1. Assessment within the Western New York Referee Association:** Assessors duly assigned by the SDA are entitled the referee game fee for that match. The fee will be applied for all assessments. Any other assigned official, who has not requested the assessment and has not contributed to the assessment fee, may not use the assessment for maintenance or upgrade. The total assessment fee is not to exceed the referee game fee, unless more than one assessment is requested; in such case the assessment fee shall be the referee game fee plus \$15.

The SRC will compensate the referee for each of the assessment fees specific to the required assessments for National Candidates and those declaring such candidacy approved by the State Referee Administrator. The required assessments are in accordance with US Soccer and WNYSRA guidelines.

- 2. Assessments and assessors assigned by the SDA on matches assigned by US Soccer or the LAC (Local Assigning Coordinator):** The assessor will be paid the assessment fee established by USSF national referee program. The SRC will compensate the assessor in accordance with set assessment fees if the assessor is not being paid by another organization.
- 3. Assessor Payment:** If not specified in this document, the assessor payment for services is the responsibility of the referee. If more than one of the officials have requested, the requesting officials share the assessor fee. Payment to the assessor must be made upon receipt of the written assessment feedback. Failure to pay the assessor after receipt of the written feedback will block any registration with this corporation in subsequent years until such payment has been fulfilled or other satisfactory resolution.

VII. Missed Maintenance Assessments

1. A WNYSRA referee who requires a maintenance assessment and does not fulfill the number of required annual assessments per his or her grade will need to pass twice the number of required assessments by the end of next season in order to be reinstated. For example, if two assessments are required, the referee must have four passing assessments the following year; two from the previous year plus two for renewal. There will be no credit for any passing assessment if the total required are not achieved in the same year. Two consecutive years of missed assessments will result in a permanent downgrade to the grade level for which he or she qualifies and require the referee to apply for upgrade through the process outlined by *U.S. Soccer* and *WNYSRA*.
2. The referee must do the following:
 - a. Submit to the State Referee Administrator notice of reason for the missed required assessments. (*Upon approval, the SRA will inform the SDA of the additional assessment requirements*)
 - b. Ensure that the assessments are conducted by a minimum of two separate assessors qualified for the assessment as outlined by *U.S. Soccer* and *WNYSRA*.

VIII. Annual Renewal Requirements

The annual renewal requirements for referees are outlined by *U.S. Soccer*. WNYSRA also requires the following:

Grade 07 referees will need one referee assessment on a U17 or higher match and pass the approved WNYSRA fitness test.

Grade 06 referees will need one referee and one assistant referee assessment/~~evaluation~~ on an adult division 1 or higher match.

The upgrades requirements for referees are outlined by *U.S. Soccer*. WNYSRA also requires the following:

Upgrade to Grade 07; referees will need one referee assessment a U17 or higher match and pass the approved WNYSRA fitness test.

Upgrade to Grade 06; referees will need three assessments - one referee and one assistant referee assessment on an adult division 1 or higher match. A second referee assessment will be required on a U18 or higher level.

Upgrade to Grade 05; referee must have held the grade 06 for 2 years and send a letter to the SRA indicating the desire to be a national referee.

The assessment fee shall be in accordance with paragraph VI. Assessment Fee Guidelines in WNYSRA

IX. Priority of Game Assignments

Each referee is expected to abide by and keep the assignments that he or she has accepted. However, there are certain occasions, though, when a referee has duty to the referee program to release a lower level appointment and accept a higher level one in the interest of the U. S. Soccer Federation or WNYSRA. When a referee is needed for such higher level matches as indicated by the U. S. Soccer Federation or WNYSRA, the following appointments have precedence or priority over all other matches:

1. All matches or competitions as outlined by U.S. Soccer
2. Adult interstate matches (e.g. select team competition)
3. Thruway League or other interstate matches
4. Adult – Premier and Division One
5. Adult – Division 2 and lower
6. Adult – coed
7. Youth Competitive – U17 and higher
8. Youth Competitive – U16 and lower
9. All matches considered non-competitive or recreational
10. Any match that has the game length modified not within the specifications provided by U.S. Soccer

X. Accepting Multiple Matches in One Day

1. A referee who accepts more than one match within the same day must ensure that the conclusion of the first match does not interfere with the pre-game or a minimum of 30 minutes from the scheduled kick-off of the subsequent match. The referee must take into account all factors that may interfere with a timely arrival as not to interfere with the pre-game or a minimum of 30 minutes from the scheduled kick-off of the subsequent match.
2. A referee who does not arrive in time for a subsequent match's pre-game or a minimum of 30 minutes from the scheduled kick-off, whichever is earlier, is considered in violation of this paragraph and subject to sanctioning.

The minimum penalty for being late shall be \$50 regardless of assignment as a referee, assistant referee, or fourth official.

The minimum penalty for not showing up for the subsequent match is \$100 regardless of assignment as a referee, assistant referee, or fourth official.

This section does not apply to matches assigned by the same assignor or within the same league or competition.

XI. Recertification of Referees with Medical Leave

A referee who incurs a medical condition which prevents participation in the physical fitness test must have this condition certified in writing by a physician. The referee will then be given a one-year waiver and will be allowed to register as a referee at his or her current grade for that year. Referees who request a waiver from the physical fitness test will be responsible for all medical costs associated for the granting of this waiver.

A referee who incurs a medical condition which prevents participation in an assessment for maintenance must have this condition certified in writing by a physician. The referee will then be given a one-year waiver and will be allowed to register as a referee at his or her current grade for that year. Referees who request a waiver from an assessment will be responsible for all medical costs associated for the granting of this waiver.

A referee may not seek a waiver for a second consecutive year. The granting of such waiver shall be determined by the State Referee Administrator.

This paragraph does not apply to referees who wish to upgrade.

XII. Risk Management

WNYSRA follows the risk management policies as set forth by U.S. Soccer and its organization members whom have jurisdiction in WNY.

XIII. WNY Referee Identification and Development Program

Each district is asked to implement a developmental program with the assistance from the SRC. Any funding for developmental program, either by a district or the SRC, must be approved by the SRC.

XIV. Referee Working Out of District and Within WNY

1. A referee who wishes to work outside of his or her home district is permitted without any further authorization provided that the following conditions are met:
 - a. The referee has met all the registration requirements for the year
 - b. The referee is in good standing with the state and home district
 - c. The referee has paid the applicable system assigning service fee to each non-home district that the referee wishes to be assigned matches
2. A referee is not required and the non-home district shall not require any referee to pay local dues to the non-home district
3. Definition: A non-home district is any district in WNY that the referee has not declared to be a member
4. Any state funded assigning system utilized for the assigning of referees (and assessors) must only contain U.S. Soccer certified referees and assessors.

XV. Conflict of Interest

1. No Person shall act in any manner which causes him or her to have a direct or indirect interest in or a relationship with any outside organization or person that may affect (or that may reasonably be understood or misunderstood by others as affecting) the objectivity or independence of his or her judgment or conduct in carrying out the duties and responsibilities he or she has in connection with WNYSRA's activities. For purposes of this Policy, "outside organization" shall not include USSF, any Organizational Member, Unit of WNYSRA, or league/club of any Organizational Member.
2. Anything which could constitute a conflict of interest (or the appearance or perception of a conflict of interest) or unethical conduct on the part of a member of WNYSRA is also a conflict of interest if knowingly engaged in by such member through a third party such as a spouse, a family member or other persons or organizations with whom such member is closely identified or in which such member has any direct or indirect legal or equitable ownership or financial interest or position (including without limitation as a director, officer, shareholder, partner, employee, agent, beneficiary, trustee, investor, or lender).
3. Examples of circumstances in which a conflict of interest or the appearance or perception of a conflict of interest could arise include:
 - 3.1. Direct or personal involvement with licensees, suppliers, service providers, sellers, contractors, and customers of WNYSRA
 - 3.2. Ownership of an interest or any financial interest, direct or indirect.
 - 3.3. Acting in any capacity in an entity
 - 3.4. Acceptance of payments, services, property, loans, or any financial interest, direct or indirect, from an entity
 - 3.5. Ownership of property or any financial interest, direct or indirect, affected by actions of WNYSRA
 - 3.6. Ownership of property or any financial interest, direct or indirect, acquired as a result of WNYSRA's confidential information
 - 3.7. Outside employment or any interest, direct or indirect, which might impact job performance or efficiency
 - 3.8. Outside activities or any interest, direct or indirect, in civic, professional or political organizations which might involve improper and unauthorized divulging of WNYSRA data
 - 3.9. Use of his or her position within WNYSRA to extend an offer of employment or contract to a spouse, family member, or business associate.
4. As discussed above, the special nature of WNYSRA's business may create situations where potential conflicts exist or are unavoidable. Any such conflict must be disclosed to and approved by the SRC

before concluding any part of any affected transaction. In connection with such disclosure and approval, the member involved shall exercise all of the following:

- 4.1. Immediately inform those charged with approving the transaction, corporate action, or other circumstances giving rise to the potential conflict (or the appearance or perception of a conflict of interest) on behalf of WNYSRA of the nature and extent of such member's involvement, position, interest, or possible benefit with respect to such transaction, action, or circumstances
 - 4.2. Aid those charged with making the approval decision by disclosing all facts within the member's knowledge that bear on the advisability of such transaction, action, or circumstances from the standpoint of WNYSRA
 - 4.3. Provide other information and take actions as may be necessary or appropriate to ensure that the SRC has received full and fair disclosure regarding the transaction, action, or other circumstances giving rise to the potential conflict or the appearance or perception of a conflict of interest and regarding the member's involvement, position, interest or possible benefit with respect thereto
 - 4.4. Abstain from voting, participating in the deliberations, or influencing the approval decision to the extent of the member's actual or apparent conflict of interest in the matter.
 - 4.5. The nature of the member's involvement, position, interest, or possible benefit with respect to the matters in question may require the member's absence from the meeting during such deliberations and voting.
5. Disclosure Statement
- 5.1. Each member of the Board of Directors must submit a written statement detailing any conflict of interest or stating that there are no conflicts of interest to the Secretary of the SRC.
 - 5.2. Each unit member of the unit's board of directors must submit a written statement detailing any conflict of interest or stating that there are no conflicts of interest to the Secretary of the SRC.
 - 5.3. The written statement must include the following:
 - 5.3.1. The person's name and position (or title); printed
 - 5.3.2. List each conflict of interest and how is it a conflict of interest, or state that there are no conflicts of interest
 - 5.3.3. Signature of the director and date
 - 5.3.4. The year that this statement is effective
6. Nothing in this Policy is intended to imply a conflict of interest when the Person has no actual knowledge of the relationship or involvement which may create a conflict or to preclude any Person from conscientiously performing his or her duties on behalf of WNYSRA that he or she may represent.
7. Disclosing of violations to the conflict of interest must be made in writing to the Chairperson of the SRC
- 7.1. Violation of the Conflict of Interest policy will be under the jurisdiction of the Grievance Committee. If no Grievance Committee, then the jurisdiction shall be granted to the Finance/Audit Committee. If no Finance/Audit Committee, then the jurisdiction shall be granted to the SRC.