

Procedure for Adopting “Policy and Procedures”

(Revised September 2020)

The Western New York State Referees Association’s (WNYSRA) State Referee Committee (SRC) will maintain these “Policies and Procedures” and these procedures will act as a common set of guidelines across the organization.

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

Procedure for Administration:

Copies must be provided (email distribution is acceptable) to the full SRC.

SRC Executive Board consists of:

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| 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 |

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

Implementation:

Upon successful adoption, 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 delaying implementation is approved.

Policies and Procedures for Western New York State Referees Association

I. Emeritus Status for WNYSRA

The title of Emeritus is given to referees who have honorably retired from National, State or Regional Referee status; however, may still wish to referee. These referees who desire emeritus status, must meet the following requirements:

- 1) Reach the age of 45 years before January 1 of the year of registration.
- 2) Have been a regional referee (state referee prior to 2020) for three years

II. Referee Taking Leave of Absence (Gap in Registration)

Referees who have taken a leave for three years or fewer may return to officiating as a grassroots referee. If the returning referee was at an advanced level, he or she will need to apply and meet the requirements in accordance with the upgrade process.

Referees who have taken a leave for four or more years may return to officiating by completing the Entry Course or other U.S. Soccer and WNYSRA defined course for new referees.

III. Dual System of Control

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.

IV. Upgrade Procedures for WNYSRA Referees

The upgrade requirements for referees are outlined by *U.S. Soccer*; additionally, the SRC requires the following:

Upgrade to Regional Referee:

1. Submit a written request to the SRA by March 1. The SRA will confirm with the requesting referee that he or she meets the qualifications to apply for upgrade to Regional Referee.
2. Qualifications for upgrade to Regional Referee are set by U.S. Soccer.

Upgrade to Advanced Grassroots Referee:

1. Must be 18 years of age.
2. Submit a written request to the SRA by March 1
3. Pass a fitness test designated by the SRC (for the registration year to which the upgrade is applied).
4. Pass an assessment on a U17 game or higher (the year prior to which the upgrade is applied).
5. Attend an upgrade clinic designated by the SRC (the year of or the year before); and
6. Attend the recertification clinic designated by the SRC (for the registration year to which the upgrade is applied).

Upgrade Actions by the SRC:

1. SRA will notify the upgrade applicant if the request has been approved or denied by April 1. If denied, the SRA shall provide the reason for denial.
2. SRA shall notify and provide a list of approved candidates to the SDA indicating that the assessment process should begin for those approved candidates.
3. SDA shall ensure that assessor assignments are made for the approved candidates
4. SRA shall provide the approved candidates list to the SAC.
5. SAC will submit to district assignors; the names of approved candidates to ensure that the candidate receives assignments that will afford the candidate the opportunity to get experience and assessment at the required level.

V. Assessment Fee Guidelines in WNYSRA

Assessors must be compensated for work performed as an assessor. The fee to be paid is detailed below:

1. Assessment within the Western New York Referee Association:

- a. Assessors assigned by the SDA (or another person approved by the SDA) are entitled to be compensated by the referee. The assessment fee shall be \$75, unless more than one assessment on the same game is requested; in such case the assessor is entitled \$75 plus \$15 to a maximum of \$90. Other assigned officials, who have not requested the assessment and have not contributed to the assessment fee, may not use the assessment for maintenance or upgrade.
- b. Assessors assigned by the SDA (or another person approved by the SDA) for Development and Guidance (D&G) assessments are entitled to be compensated by the referee, SRC, or the local unit depending on the party making the request. The D&G fee shall be \$50, unless more than one D&G is requested on the same game; in such case the assessor is entitled to \$60. D&G assessments shall not to be used for upgrade or maintenance assessment.

2. Assessments and assessors assigned by the SDA on matches assigned by US Soccer or the US Soccer Assignor: 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:

- a. 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 unless such payment was previously collected. Failure to pay the assessor will block any registration with this corporation in subsequent years until such payment has been fulfilled or other satisfactory resolution.
- b. Whenever an assessor has not received payment for his or her assessment services:
 - i. the assessor must notify the SDA of missed payment within 30-days of submitting the written feedback; failure to notify within 30-days from the day of submitting the written feedback, the assessor forfeits his or her rights to collection of the fee.

- ii. If payment is not received and the assessor did not notify the SDA within the 30-days, an additional \$7 (missed payment penalty) will be added for each year payment is not received. The full payment, including each additional \$7, must be submitted to the SDA or SRA for verification and processing.
- iii. Payments owed to the assessor from the SRC are exempt from the additional \$7 missed payment penalty.

VI. Missed Maintenance Assessments

1. A WNYSRA Grassroots (Advanced) referee who requires a maintenance assessment and does not fulfill the number of required annual assessments per his or her level will need to pass twice the number of required assessments by the end of the next season in order to be reinstated. 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 downgrade to the 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*.

The Grassroots (Advanced) 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*.
2. A Regional Referee who has missed his or her annual maintenance assessments will be downgraded to a Grassroots or Grassroots (Advanced) referee. The referee will be reinstated the following year once he or she has met the requirements for recertification as a regional referee.

Two consecutive years of missed assessments will result in a downgrade to the level for which the referee qualifies and require the referee to apply for upgrade through the process outlined by *U.S. Soccer* and *WNYSRA*.

VII. Annual Renewal Requirements

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

Grassroots (Advanced) referees who desire to work adult matches will need one referee assessment on a U17 or higher match and pass the approved *WNYSRA* fitness test.

Regional referees will need one referee and one assistant referee assessment on an adult division 1 or higher match and pass the *US Soccer* designated fitness test. The regional referee may use one Development Academy match U18 or higher for recertification evaluation.

VIII. 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 when a referee has a 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. Youth 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

IX. 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 consider 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.

X. Risk Management and Abuse Prevention

1. WNYSRSA follows the risk management policies as set forth by U.S. Soccer and its organization members who have jurisdiction in WNY.
2. This organization abides by Federal and State laws regarding the reporting and prevention of physical and sexual abuse.
 - a. This organization shall adhere to the Abuse Prevention policies of U.S. Soccer and the organization members who have jurisdiction in WNY.
 - b. WNYSRSA cannot act to eliminate misconduct unless it has notice of the conduct. Its members are thus charged with reporting any concerns regarding compliance to the State Referee Committee. For the avoidance of doubt, in some instances, members are required to report to law enforcement or the U.S. Center for SafeSport.
3. Members who have been diagnosed with a communicable illness or experience symptoms of one within the last fourteen days must remove themselves from any match, event and large gatherings unless such diagnosis, under the advice of a medical doctor deems it not a danger or a public harm.

XI. WNY Referee Identification and Development Program (Mentor Program)

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

XII. 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 his or her 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 shall not be required 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.

XIII. 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 because 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 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 or present at a meeting of the SRC 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 WNYSSRA 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.
 - 7.2. If no Grievance Committee, then the jurisdiction shall be granted to the Finance/Audit Committee.
 - 7.3. If no Finance/Audit Committee, then the jurisdiction shall be granted to the SRC.