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# **NORTH STATE REFEREE ASSOCIATION**

**Recruit. Train. Evaluate.**

Policies and Procedures

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*These Program Policies and Procedures serve as a supplement to the Redding Youth Soccer League (hereinafter referred to as RYSL) Constitution, Bylaws, and Policies and Procedures and to aid in administering a referee program designed for referees that have the desire and ability to further their referee skills in a recreational and/competitive environment/or Interscholastic Environment.*

## **Association Structure, Finance & Governance**

### **Article I: Name**

#### **1.01 Name**

This Association shall be known as North State Referee Association. Referred to as “NSRA” or “Association”.

#### **1.02 Governance**

The NSRA is a sub-organization within, and is governed by, the Redding Youth Soccer League (RYSL) Board of Directors, hereinafter referred to as the BOARD. The BOARD appoints a Directing Committee that is responsible for the operation of the NSRA as defined within these policies. Any conflicts within these policies, and the general Policies and Procedures of the RYSL, will be settled by the BOARD and will be addressed through the issuance of a temporary policy that will be reviewed at the RYSL Annual General Meeting (AGM) in accordance with the RYSL policy on Amending and Revising policies or procedures.

### **Article II: Association Philosophy/Purpose**

#### **2.01 The Purpose**

2.01.1 To recruit, train, and evaluate referees to officiate soccer games in the Northern California

2.01.2 To establish and maintain a high level of soccer officiating.

2.01.3 To coordinate the assignment of referees to games in leagues served by the North State Referees Association (hereinafter called the Association or NSRA).

2.01.4 To promote the game of soccer throughout the community by encouraging a better understanding of the Laws of the Game.

### **Article III: NonProfit**

#### **3.01 Non-Profit Status**

1. This Association is organized exclusively for nonprofit purposes, pursuant to Internal Revenue Code Section 501(c)(4), and no part of its net earnings shall be used for the financial benefit of a member, officer, or director thereof, except as provided for in XIV Dissolution.

## **Article IV: Membership**

### **4.01 Membership**

4.01.1 Membership in the Association shall be limited to individuals who are 14 years age or older.

All members must be;

1. USSF Certified, and
2. registered with NSRA, meeting all applicable NSRA Youth or Adult requirements, as applicable, including Risk Management, and photograph requirements.

### **4.02 Membership Applications**

Membership Applications (both New and Returning) shall be approved by the Referee Director (Director) and our Referee Committee (Committee).

### **4.03 Levels of Membership**

1. Membership in the Association consists of three levels:

- a. probationary members,
- b. full members , and
- c. honorary members.

4.03.1 Probationary members are those who are joining NSRA for the first time. Probationary members have the rights of full members except voting rights, and may not hold a committee position on the NSRA Committee.

4.03.2 To become a full member, probationary members must:

- a. attend a committee approved orientation/training workshop within one year of joining the Association,
- b. attend one Center of Referee Education (CORE) training session presented by NSRA and hosted by NSRA, and
- c. be observed refereeing a game assigned by the Association to form an initial assessment of the probationary member's refereeing ability.

A probationary member will remain a probationary member until he/she completes all of the above requirements. If the probationary member does not fulfill these requirements within the Membership Year, the committee

has the option not to accept that probationary member's application for membership in the subsequent year.

**4.03.3 Honorary Members:**

- a. Honorary membership may be granted by the committee upon request from a Member in Good Standing who has been a member for a minimum of ten (10) years and is no longer able to referee games but wishes to continue to be a member of the Association,
- b. Honorary members have the rights of full members but are not required to pay annual dues, may not be assigned to referee matches and may not be an Elected Officer.

**4.04 Members in Good Standing**

**4.04.1 Members in Good Standing:**

To be considered a Member in Good Standing, each member shall;

1. Attend at least two NSRA training sessions on the Laws of the Game each NSRA Membership Year.
2. Attend at least two NSRA Membership Meetings each NSRA Membership Year. The committee will consider requests for exceptions.
3. Have paid all dues and assessments, fines and penalties payable to the Association. A member who has been suspended or whose membership has been terminated cannot be in good standing.
4. Not be in breach of any RYSL, NSS, NSRA, NSCIF, CIF, USSF, and or US Soccer rules, regulations, or policies.

The determination of whether a member is in good standing will be made after the June Membership Meeting and after the Annual General Meeting. All Members in Good Standing after the Annual General Meeting shall continue to be in good standing until the next determination after the June Membership Meeting.

**Article V: Membership Dues**

**5.01 Annual Membership Dues**

- 5.01.1 Dues, as listed in the NSRA Guidelines, are payable for the Membership Year, July 1 to June 30 of the following year. There is a one-month grace period for payment, with late fees payable thereafter. New Membership Applications approved in June shall be accepted as members for the remainder of that

year and the following year provided that membership dues for the following entire membership year are paid.

5.01.2 On an annual basis, the Bookkeeper will prepare an Association budget of expenses for the forthcoming Membership Year, with a comparison to the current Year-to-Date actual amount, an expected budget through the end of the year and an expected total for the year for consideration and approval by the Committee. Line item explanations of expected variances greater than 10% of the current year's expected amounts will be provided for consideration by the Committee.

## **5.02 Committee Annual membership**

5.02.1 Committee Annual membership dues are waived for all elected and appointed Committee Members, with the exception of the Assignors (see F. below), for the duration of their periods in office.

## **5.03 Misc Membership Fees**

5.03.1 The Bookkeeper will prepare an expected membership count and calculate the budgeted annual membership dues, based on the budgeted expenses and expected membership count, for consideration and approval by the Association's committee as specified in VII C. 3. G. below.

5.03.2 Special assessments, when approved by a simple majority of the membership voting at a Membership Meeting, may be levied on members when necessary to sustain the Association.

5.03.3 Committee Members are not compensated for their committee activities, other than the following which are paid by certain of the Association's customers:

1. Assignor fees are determined by the committee on an annual basis. Fees are documented in committee Meeting minutes.
2. Bookkeeper fees are determined by the Committee on an annual basis. Fees are documented in Committee Meeting minutes. These fees cover the Bookkeeper's time and costs for processing, printing and mailing referee fees checks to members.

## **Article VI: Acceptance of Policies, Procedures and Operational Directives**

### **6.01 Acceptance Guidelines**

By accepting a position in the NSRA or on any Club position, all RYSL BOARD Members, coaches, assistant coaches, team managers, referees, players and teams must adhere to all policies and rules set forth herein, as well as, all temporary policies and rules set forth by the BOARD. Failure to follow any of these policies is

grounds for disciplinary action up to and including removal from any and/or all RYSL programs.

## **Article VII: NSRA Directing Committee**

### **7.01 Committee Members**

All members of the NSRA Directing Committee (Committee) are required to be Members in Good Standing in the Association throughout their elected terms. If, for any reason, a Board Member ceases to be a Member in Good Standing during her/his term, and the situation is not corrected within thirty (30) days of notice to the Board Member, he/she may be removed from the Board by the remaining Elected Board Members as specified in VI E. 4 below.

### **7.02 Other Boards**

Committee may not be members of any other soccer referee association included in CIF's "Referee Associations" webpage.

### **7.03 The Committee**

The Committee is made up of the "Appointed Officers," whose duties are described below. These officers are appointed by the RYSL BOARD.

#### **1. Appointed Officers (voting):**

- A. Director,
- B. Director of Instruction and Training, and
- C. Director of Mentoring and Observation.

The Appointed Officers shall recruit and/or hire the following "Support Staff," whose duties are described below. An appointed officer may hold an additional support staff role.

#### **2. Support Staff (Non-voting), which may include and is not limited to:**

- a. Assignor(s)
- b. Bookkeeper
- c. Admin Support

### **7.04 Committee duties**

1. Address all matters pertaining to Association business.
2. Address all matters pertaining to soccer and referees as related to the Association.
3. Have sole discretion to resolve disciplinary matters related to Association members during Association matches. (Subject to Section XII).
4. Attend all Meetings in person or electronically. Members are expected to attend at least 50% of these meetings during the Association's year.
5. Attempt to purchase medical/liability insurance to cover Association members while refereeing games scheduled by the Association Assignor(s). In the event

such insurance cannot be obtained at a reasonable fee, in the judgment of the Committee, all such insurance shall be the sole responsibility of each member. Each member must have insurance coverage in order to be assigned games. The Director shall inform the members that the Association cannot obtain such insurance by email as soon as this has been determined and at the next Membership Meeting. Neither the Association, nor the RYSL, will accept medical or liability claims for injury or property damage.

6. Obtain liability (Errors and Omissions) insurance to provide the Committee with coverage while conducting Association business. The cost of the associated premiums shall be borne by the Association.

#### **7.05 Authority**

1. All Committee decisions (except those relating to Membership Code of Conduct) shall be final, subject to appeal by two-thirds (2/3) of the Members in Good Standing. Appeals are made to the RYSL BOARD and must be made no later than 14 days after the Committee's decision has been made.
2. The Committee shall resolve all differences and controversies which may arise within the Association, or any other matters not covered by these Policies.
3. Appointed Members shall address any and all differences and controversies relating to Support Staff.
4. The RYSL BOARD may take disciplinary action for Code of Conduct violations or for not being a Member in Good Standing against a member of the Committee. This action could range from a temporary suspension of duties, removal from the Committee, and removal from the Association.
5. A majority vote by the Committee may dismiss any member of the Association for cause pending RYSL Board approval. (Subject to Section XII).

#### **7.06 Committee Meetings**

1. Shall be held not less than every quarter, at a date, time and manner to be determined by a majority of the Committee, with an agenda sent out to the Committee members at least 48 hours prior to each meeting.
2. A quorum of the Committee shall be a simple majority committee member.
3. Committee meetings may be held in person, by conference call or electronically.
4. If it becomes apparent that a Committee Member will be unable to attend Committee Meetings on a regular, monthly basis or following a Committee Member's absence of 50% or more of the Committee Meetings during a six month period, the other members of the Committee, by a simple majority vote, may declare the Committee position vacant. A replacement Committee Member will then be appointed by the RYSL BOARD.

#### **7.07 Actions Taken**

1. Every act taken or decision made by the Committee will be through a vote of the majority of the Committee present at a meeting duly held at which a quorum is present. Any vote result with a tie of approvals and disapprovals results in a "no-decision" and may be tabled for further discussion and vote at a subsequent meeting.



## **Article VIII: Membership Code of Conduct**

### **8.01 Code of Conduct**

#### **8.01.1**

- A. Members shall abide by these Policies, the NSRA Guidelines, CIF Guidelines, and the United States Soccer Federation, Inc. Policy Manual with respect to referees.
- B. Members shall conduct themselves in a respectable and professional manner. No member may act in a way that brings discredit to the Association or RYSL.
- C. All charges of a breach of Association conduct against a member shall be made in writing to the Director setting forth full details. The Director shall notify the member of the charges against him. The member will be given seventy two (72) hours either to offer a written response or, at her/his option, request a hearing before the Committee.
- D. The Director shall present the written charges and the member's response, if any, to the Committee. The Committee shall afford the member a hearing on the charges.
- E. The Committee shall decide by majority vote, any actions, penalties and/or fines which it deems appropriate, including suspension and expulsion of the offending member from the Association.
- F. Following the decision of the Committee, the offending member may request an appeal of the decision to the full RYSL BdOARD. This appeal shall be made in writing to the Director within seven (7) days of receiving the notice of upheld charges.

## **Article IX: Referee Fees and Invoicing**

### **9.01 Fee Schedule**

- A. Fee Schedule and Invoicing (No other charges/fees may be billed).
  - a. A fee will be compensated to the Association for assigning and officials. Plus additional fee for each single or dual contest schedule change after two per season. Unforeseeable changes will not be charged.
  - b. A fee will be compensated to the Association for tournaments. An additional fee for a complete tournament schedule changes once the officials have been assigned.
  - c. Member schools will submit schedules to their respective Associations one month prior to the NSCIF published "first allowable contest" for that sport.
  - d. Associations will invoice schools at least two weeks prior to their first scheduled contest.
  - e. Invoices are due and payable upon receipt. Schools may make arrangements with Associations to make payments in increments of three installments due

September 14, September 30, and October 15 each year for teams playing in the fall. Teams playing in the winter will pay installments by December 16, January 6, and January 20 of each year.

- f. Associations might not assign officials to school's contests if the 3rd installment date is not met by that school.
- B. Travel Allowance for regular season and playoff games
- a. The Internal Revenue Service current rate will be the rate applied. This allowance is to be paid to the one driver per contest only unless previous approval is secured from the Northern Section Office.
  - b. Mileage will be from the officials' home or an Association central site.
  - c. For round trips less than 10 miles, no charge.
  - d. Schools will be pre-billed for mileage based on previous years. The Association will adjust the final billing for under or over charges by June 15.
  - e. Additional Fee for Long-Distance Travel for regular season and playoff games host school in excess of 90 miles round trip.
- C. Contest Fees
- a. Contest fees are set by the current CIF contract.
  - b. If assigned officials report to the site of a canceled or postponed game because they were not notified three (3) hours prior to the game they will be compensated one-half (1/2) the scheduled contest(s) fee plus mileage. Four (4) hours notification is needed for schools in excess of 90 miles from assigned officials.
  - c. If the event of the non-arrival of officials, the contest may proceed by mutual consent of the competing schools and if in compliance with the NFHS rules of the sport.
  - d. Schools may not pay more or less than the approved CIF designated amount.