



**RAPPAHANNOCK SOCCER  
REFEREE ASSOCIATION**

**POLICIES AND PROCEDURES**

**(Date)**

# RSRA Policies and Procedures

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## **RAPPAHANNOCK SOCCER REFEREE ASSOCIATION POLICIES AND PROCEDURES**

The name of this Association is the Rappahannock Soccer Referee Association (RSRA); a corporation established and maintained under the laws of Virginia. Any conflicts between the policies and procedures and the By-Laws shall be superseded by the By-Laws.

RSRA will:

- Encourage uniform interpretation of the rules of soccer;
- Study and improve the techniques of soccer officiating;
- Develop competent officials to referee soccer matches in accordance with the rules/laws of the game;
- Interact with organizations connected with and interested in furthering the interests and ideals of soccer; and
- Promote a closer relationship between referees and soccer associations and communities by conducting or participating in meetings, workshops, and/or training sessions.

### **1. MISSION**

The Association mission is to promote, foster and perpetuate the game of soccer through the recruitment, training, testing, development, and advancement of soccer referees. Additionally, it shall develop, promote and maintain the highest ideals of sportsmanship, safety and fair play.

### **2. MEMBERSHIP**

The membership year shall be 01 January through 31 December. Association membership is available to any person regardless of race, color, religion, national origin, sex or age who has passed his/her 13th birthday, and who successfully meets the standards for membership as outlined below:

#### **2.1. ACTIVE:**

Active Membership with full voting rights in all proceedings of the Association is open to all persons who:

- Are currently registered with the United States Soccer Federation (USSF) or the Virginia High School League (VHSL).
- Have paid membership dues, when required.
  - Not applicable for new officials who have certified for the first time ever within the current calendar year.
- Officiated assigned matches by the Association during the previous certification year.

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- Not applicable for new officials who have certified for the first time ever within the current calendar year; or
- Have received a waiver from the Board.

### **2.2. HONORARY:**

An honorary membership may be afforded to an individual who has distinguished him/her-self in the advancement of the game of soccer. This membership is not restricted to only referees.

- Membership(s) must be approved by a majority vote of the Board;
- Have a passive voice in Association proceedings;
- Not have voting privileges; and
- Dues will not be collected.

### **2.3. DEATH**

The Association will acknowledge the death of any current or former member according to the length of service. The Association will formally recognize the death of a member of the immediate family of a current or former member. An immediate family member is defined to be a child, spouse or others as identified by the Board.

- Whenever a current or former member dies, the Board has the option to donate to the member's family or specified organization up to the amounts listed:
  - Ten (10) or more years of service: \$250;
  - Five (5) to ten (10) years of service: \$150; or
  - Less than five (5) years of service \$100.
- Whenever an immediate family member dies, the Board has the option to donate up to \$100 to the member's family or specified organization.
- At least one (1) Board member shall plan to attend the funeral services and present the condolences of the membership. In the event that funeral services are out of town or no member can otherwise attend, the Secretary shall prepare a letter and/or send a sympathy card.

### **2.4. DUTIES**

Association members shall:

- Observe and enforce all laws or rules concerning the administration and direction of the game of soccer as detailed by the Association;
- Participate in training meetings;
- Abide by to the Association By-Laws, Policies and Procedures, and Board directives;
- Cooperate with Association officers, agents, assigners, league officials and coaches;

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- Report any irregularities related to game conduct or administration to the assigner, Deputy Commissioner, or Commissioner; and
- Abide by a policy of non-disclosure, that is, refrain from external discussion of financial information, disciplinary matters, or any other information which could possibly cast the Association in a negative light.
- Be assessed dues, as required. The exception is honorary members. Honorary members are not required to pay dues.

### 3. BUDGET:

The Board will post an annual budget for membership review and comment at least two (2) months prior to the start of the annual cycle (by the end of October).

#### 3.1. DUES:

Annual dues shall be established by the Board. The Treasurer is authorized to deduct dues from reimbursement checks prepared for member referees. Dues shall be set by the Board in conjunction with the budget.

Dues shall be collected in the Spring and Fall seasons (half the annual amount after each season). Dues are waived for Board members. Members serving on standing committees will have their dues reduced by a half. For new officials who have certified for the first time ever within the current calendar year, dues are waived.

#### 3.2. FEES:

Board members, Association treasury, and Assignors shall receive a percentage of collected game/match fees.

The Board has set the fees at:

Member	Year		
	2019	2020	2021
Commissioner	0%	0%	0%
Deputy Commissioner	0%	0%	0%
Secretary	0%	0%	0%
Treasurer	3%	3%	3%
Director of Training	0%	0%	0%
Director of Assignments	0%	0%	0%
At-Large Representative	0%	0%	0%
Association	2%	2%	2%
Assignor	10%	10%	10%

#### **4. DISCIPLINARY ACTIONS:**

##### **4.1. REVOCATION:**

The Board reserves the right to revoke any person's membership it deems detrimental to the Association.

##### **4.2. FINES FOR MISSED ASSIGNMENTS:**

Fines may be assessed to members who are absent from assigned games without giving their assignor appropriate 24-hour notice. The amount of these fines shall be equal to the game fee of the missed assignment. For extenuating circumstances (<24 hrs notice), the Commissioner, Deputy Commissioner, and Assignor will determine the penalty. Penalties may range from the assigned game fee, a reduction in games, a warning, to nothing.

##### **4.3. DRESS CODE:**

Referees receiving a game assignment shall present themselves for that assignment with all the necessary equipment and in proper uniform to include a primary and alternate colored jersey, black referee shorts, approved stocking and primarily black shoes. Socks shall be pulled to knee length and shirts will be tucked into the waistline. Optional inclement weather equipment shall be a black cap, a black or matching color long-sleeved shirt under the referee shirt, and long black pants. Dress in other than a professional manner may result in disciplinary action to be determined by the Board. Jewelry (other than wedding bands, medical bracelets, religious medals) are not to be worn.

##### **4.4. IMPROPER CONDUCT:**

Members are expected to conduct themselves in a manner consistent with the purposes of the Association and to execute his/her duties in a responsible and professional manner. Breaches of this standard are to be reported to any Board member. The Deputy Commissioner (or designee) will conduct an investigation, prepare a report and take corrective disciplinary action in accordance with the degree of the infraction and the circumstances surrounding the incident. The results of the investigation and recommended actions will be reported to the Board. The Board will make the final determination if and what actions shall be taken. The Commissioner and Deputy Commissioner shall not have a vote in the final determination. Determination vote must be by a majority. If a majority can not be reached, no action is to be taken.

##### **4.5. APPEALS:**

Any member desiring to appeal the disciplinary action levied against them may appeal to the Commissioner (or designee). The appeal must be submitted in writing within fifteen

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(15) calendar days of disciplinary notification. The Commissioner (or designee) has ten (10) calendar days in which to respond. The Commissioner (or designee) has the option to make a determination or refer the matter to an independent committee. The independent committee will provide their findings to the Board for a final determination.

### **5. ELECTED OFFICERS**

The Association elected officers are Commissioner, Deputy Commissioner, Director of Training and Referee Development, Director of Assignments, Secretary, Treasurer, and two (2) At Large Representatives.

#### **5.1. TERM OF OFFICE:**

Officers shall serve a two (2) year term. A year of office is defined as 01 October through 30 September.

#### **5.2. QUALIFICATIONS FOR OFFICE:**

Officers shall be selected from active members. An individual may hold no more than one (1) elected position at a time.

#### **5.3. ELECTIONS:**

Elections shall be conducted during regular membership Fall preseason meetings. The Commissioner, Director of Training and Referee Development, Secretary, and one At-Large Representative shall be elected during even-numbered years. The Deputy Commissioner, Director of Assignments, Treasurer, and one At-Large Representative shall be elected during odd-numbered years.

A Nomination Committee shall be appointed by the Board to nominate and receive concurrence from the nominee a proposed list of qualified nominations for each Board position. Nominees must be active members. The Committee need not limit its proposed candidates to a specific number. The Committee shall present its list of candidates to the Board in sufficient time to allow the entire membership to be advised of the names of the nominees at least seven (7) calendar days prior to the regularly scheduled or special membership meeting in which an election is to occur. A space shall also be made available on the ballot for a "write-in" candidate.

Candidates shall be given the opportunity to do a not to exceed five (5) minute presentation regarding their qualifications and intentions if elected to the nominated position at any/all the Fall pre-season meetings and have a narrative posted to the Association website. Any website posting must be approved by either the Commissioner or Deputy Commissioner.

Balloting shall be conducted by either paper or electronic means. In order for the election to be considered valid, at least twenty-five (25) percent of the active members must



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participate. The Nominating Committee is responsible to tally the votes and report the results to the Commissioner (or Deputy Commissioner if the Commissioner position is up for election). The Commissioner (or Deputy Commissioner) shall notify the membership of the results.

If a write-in candidate is not an active member, he/she/it is considered invalid. Any applicable votes will be dismissed. The runner-up shall be offered the position (assuming he/she received the next majority of votes). If the person declines the position, the Board shall appoint a replacement to serve the term.

### **5.4. REPLACEMENT:**

Any officer failing to perform the duties of their position may be removed during a Board meeting, provided a motion to remove from office was made at the previous Board meeting.

Should any officer position become vacant, the Board will select a replacement for the unexpired part of the term. This includes if an officer is elected to a new position and chooses to leave the old position for the new position. In this case, the Board will select a replacement at the first Board meeting in October.

### **5.5. DUTIES**

#### **5.5.1. COMMISSIONER:**

- Serve as the official chief executive officer for the Association.
- Preside at Association and Board meetings.
- Delegate duties and responsibilities as appropriate.
- Act as the commissioner to VHSL. Includes coordinating with the VHSL office, reviewing and submitting ejection and sportsmanship reports.
- Represent the Association or appoint a designee at meetings of organizations with whom the Association conducts business.
- Appoint Association non-elected officers, agents, committee chairpersons and committee members as appropriate.
- Delegate duties and responsibilities to other officers and agents of the Association as deemed appropriate.

#### **5.5.2. DEPUTY COMMISSIONER:**

- Assist the Commissioner with matters related to Association business.
- Perform the functions of the Commissioner in his/her absence.
- Solicit and serve as administrator for all contracts and written agreements made between the Association and associations, organizations, and schools.
- Conduct investigations, mediate disputes, and make reports regarding matters of contention.

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- Monitor records and other necessary files pertaining to Association affairs and make recommendations for improvement and/or change as indicated to the Board.

### **5.5.3. DIRECTOR OF TRAINING AND REFEREE DEVELOPMENT:**

- Responsible for the development and delivery of soccer referee training programs.
  - New referee training
  - USSF recertification
  - VHSL training
  - General training sessions
- Make recommendations for Association soccer referee trainers.
- Serve as official rules/laws interpreter for the Association.
- The Director of Training and Referee Development shall be a USSF certified trainer. If upon election, the individual is not certified, he/she shall have one year to become certified. If arrangements have not been made to become certified, a certified replacement shall be designated by the Board to serve until the designated position's next election.
- Develop a system and format to assess Association referees via periodic internal assessments.
- Serve as chairperson of the Association's Training Committee.
- Monitor records and other necessary files pertaining to training and referee development and make recommendations for improvement and/or change as indicated to the Executive Board.

### **5.5.4. DIRECTOR OF ASSIGNMENTS:**

The Director of Assignments shall assemble a team of USSF certified assignors. The assigning team shall be established to a size necessary to support the customer base. Team members should be familiar with at least one other customer base in order to act as a back-up in case the designated assignor isn't available.

- The Director of Assignments shall be a USSF certified assignor. If upon election, the individual is not certified, he/she shall have one year to become certified. If arrangements have not been made to become certified, a certified replacement shall be designated by the Board to serve until the designated position's next election.
- Recruit and recommend to the Board individuals to be selected as official Association assignors.
- Serve as chairperson of Association Assignor Committee.
- Ensure Association assignors:
  - Responsible for the assignment of game referees.
  - Make recommendations as to the number of official assignors required to support Association commitments.

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- Submit invoices for payment to the leagues with whom the Association provides service.
- Obtain game schedules from leagues.
- Assign officials to scheduled games according to their experience and qualifications, taking into consideration any recommendations made by the Director of Training and Referee Development and in accordance with the contracts or written agreements made with the various organizations.
- Maintain the membership list in such a manner that each member's standing is evident, and include their grade level, quantity and level of games officiated, and other necessary files pertaining to their responsibilities.
- Make inquiries and recommendations concerning minor disputes that occur between referees and leagues.
- Refer all disputes that cannot be resolved by assigners to the Deputy Commissioner.
- Coordinate with the Treasurer to insure prompt and accurate invoices may be issued so as to facilitate payments to referees for services rendered.
- Monitor records and files pertaining to referee assignments and make recommendations for improvement in the conduct of Association affairs.
- Communicate with the Director of Training and Referee Development to help establish an experience for the referee that is both challenging and educational.

### **5.5.5. SECRETARY:**

- Maintain copies of the by-laws, policies, and procedures as well as meeting minutes.
- Prepare general correspondence.
- Monitor records and other necessary files regarding the Association.
- Monitor the records and all other necessary files regarding the business conduct of the Association. As necessary, make recommendations for improvement and/or change in the conduct.

### **5.5.6. TREASURER:**

- Propose an annual budget and submit it to the Board by the end of April.
- Maintain records and monitor Association credits and debits.
- Perform referee and Association payouts.
- Submit a financial report at each Board meeting.
- Prepare and maintain required tax records.
- Collect and care for all dues, fines and payments.
- Keep an accurate record of all receipts and payments.
- Submit a financial report at each Board meeting.

**5.5.7. AT LARGE REPRESENTATIVES:**

- Represent the Association members.
- Chair committees as requested by the Commissioner.

**6. GOVERNING**

The Association is governed by its by-laws and its Board. The Board establishes policies in order to carry out the by-laws' guidelines and directives. By-laws, policies, and procedures shall be available for inspection and comment by the membership.

**6.1. BOARD MEETINGS:**

Board meetings may be called by the Commissioner or by a majority of the Board. Meetings shall be held at a time and place specified by the Commissioner. A majority of the Board constitutes a quorum, is required to take any motion actions, and each member shall have one vote. The Commissioner shall vote only when necessary to resolve a tie. Any Association member is welcome to attend. However, the Board may elect to enter into a Board only session. Board only sessions will be conducted for items such as disciplinary member discussions. Three (3) calendar days advance notice is required to be given to the membership before a meeting may be convened. Posting the meeting announcement on the Arbiter main page constitutes notification.

Board meeting topics may include:

- Review and approval of contracts and/or written agreements for services with schools, soccer associations and organizations.
- Establishing game fees, and payouts to referees, assignors, secretary, treasurer and the Association.
- Review, consider, and approve/disapprove appointment recommendations for agents such as committee chairpersons, committee members, assignors, trainers, etc.
- Assign duties to and approve expenses incurred by officers and agents in the conduct of Association business.
- Review and recommend approval/disapproval of rules and guidelines established by the Association's committees to the general membership.
- Hear grievances related to membership status, game and level assignments, assessments, fines, discipline and any other matter related to a member's or associated agency's complaint.
- Nominate and approve officer appointments in the event of a vacant position in between elections.
- Approve the annual budget and determine any disposition reimbursement requests.
- Review feedback or inputs from the general membership regarding the business of the Association, assign action as deemed appropriate, and report back to the membership.

## **6.2. REGULAR BUSINESS MEETINGS:**

There shall be a minimum of two (2) regularly scheduled full membership business meetings conducted annually. One meeting will be held in the Spring prior to the beginning of the Spring season and the second will be in the Fall prior to the start of the Fall season.

The following business is mandatory at the annual Fall meeting:

- The election of officers and
- Other business appropriate for general business meetings.

Seven (7) calendar days advance notice is required to be given to the membership before a meeting may be convened. Posting the meeting announcement on the Arbiter main page constitutes notification.

## **6.3. SPECIAL MEETINGS:**

Special meetings may be called by the Commissioner or by a majority of the Board. Special meetings shall be held at a time and place specified by the Commissioner. Seven (7) calendar days advance notice is required to be given to the membership before a meeting may be convened. Posting the meeting announcement on the Arbiter main page constitutes notification.

## **6.4. TRAINING MEETINGS:**

Generally, two (2) training meetings will be conducted annually. These meetings may be held in conjunction with the Spring and Fall regular business meetings. The time and place for these meetings will be announced by the Director of Training and Referee Development or the Director of Assignments. Seven (7) calendar days advance notice is required to be given to the membership before a meeting may be convened. Posting the meeting announcement on the Arbiter main page constitutes notification.

## **7. COMMITTEES:**

The Board shall designate special committees to coordinate RSRA business such as: election nominees, scholarship application reviews, marketing, etc. The special committee shall be chaired by a member at-large. All committee recommendations shall be brought before the Board for a final decision.

### **7.1. NOMINATION COMMITTEE:**

The Nomination Committee chairperson (At-Large Representative – not up for election) and committee members shall be appointed by the Board. The function of the Committee is to nominate and receive concurrence from the nominee and to propose a list of qualified nominations for each Board position. Nominees must be active members. The Committee need not limit its proposed candidates to a specific number. The Committee

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shall present its list of candidates to the Board in sufficient time to allow the entire membership to be advised of the names of the nominees at least seven (7) calendar days prior to the regularly scheduled or special membership meeting in which an election is to occur. A space shall also be made available on the ballot for a “write-in” candidate.

The Nomination Committee is responsible to develop the ballot (paper or electronic), tally the votes, and report the results to the Commissioner (or Deputy Commissioner if the Commissioner is up for election).

*For more election details, see the “ELECTIONS” section.*

### **7.2. SCHOLARSHIP COMMITTEE**

The Scholarship Committee chairperson (At-Large Representative) and committee members shall be appointed by the Board. The function of the Committee is to review scholarship applications, rank the applicants, and recommend payouts. The Committee need not limit its proposed candidates to a specific number. The Committee shall present its list of ranked applicants with recommendations to the Board in sufficient time to allow for concurrence or adjustments.

### **7.3. RECRUITING COMMITTEE**

The Recruiting Committee chairperson (At-Large Representative) and committee members shall be appointed by the Board. The function of the Committee is to promote the Association, act as Association “ambassadors,” and recommend recruiting opportunities to the Board.

The above RSRA Policies and Procedures were accepted and enacted on [Enter Date] by the Board after a thirty (30) open comment period for the membership.

Mark E. Bailey  
Deputy Commissioner  
Rappahannock Soccer Referee Association