

# **FEDERAL WAY SOCCER REFEREES ASSOCIATION POLICIES AND PROCEDURES**

## **PRESIDENT:**

- He/She shall call, attend, and preside over all Association and Board of Director meetings whenever possible
- Supervise activities of the Association and Board
- Serve as an ex-officio member of all committees
- Present to the Board, for approval, all nominations for vacancies on the Board as necessary
- Present for approval by the Board, candidates for Appointed Positions
- Formulate a Monthly agenda and forward to the board for review
- Vote only in the event of a tie.
- Assist with organization and administration of Blastoff and Tracy Whitney tournaments.

## **VICE PRESIDENT**

- He/She shall attend all Association meetings whenever possible
- Submit a report on his activities at each meeting
- Assume the President's duties in his absence
- Assist the President as required
- Be responsible for communication and education of all officers, and appointed members on the Board of Directors regarding their duties and activities of their position
- Be a voting member of the Board of Directors

## **SECRETARY:**

- He/She shall attend all Association meetings whenever possible
- Submit a report on his activities at each meeting
- Record and prepare the minutes for all meetings of the Board of Directors and the Association
- Create and distribute copies of such minutes no later than two weeks prior to the following month's Board of Director meeting
- Arrange the location and secure meeting facilities for all Board of Director and Association meetings.
- Maintain all contracts for any such facilities and provide facility managers with any appropriate or required documents (i.e. insurance documents)
- Send meeting notifications to the Board of Directors and the general membership at least one week before meeting dates
- Call role of the Board and name any proxy voters
- He/She shall be a voting member of the Board of Directors

## **TREASURER:**

- He/She shall attend all Association meetings whenever possible
- Submit a report of his activities at each meetings
- Keep a financial record of all monetary transactions including incoming and outgoing monies

## **FEDERAL WAY SOCCER REFEREES ASSOCIATION POLICIES AND PROCEDURES**

- Maintain a checking and savings account with signature privileges for the President, Vice President and Treasurer
- Assist with and schedule an audit on the records once annually at the end of each fiscal year
- Present a written report on the financial status at all Association meetings
- Submit at the Annual General Meeting, a proposed budget for the coming year
- File an annual 990 tax statement with the IRS.
- File annual and quarterly State and Federal Tax forms as required by law
- Maintain General Liability and Directors and Officers insurance on an annual basis
- Pay all fees as required to maintain the Association use of the FWSRA website
- By the 9th day of each month file a comprehensive billing to client Associations for matches refereed by FWSRA and other agreed upon fees for the previous month.
- Ongoing during the month AND at the second day after the last weekend of the month, the Treasurer will send Missing Match Report Reminders to all referees that have not filed match reports.
  - Matches in “review” status are to be monitored and any match report that is due to financial issues (fee computation, etc.) should be corrected and moved to “pending” status for payment.
  - The Treasurer should not correct any “review” match report that has to do with whether the referee did or did not do the match. That shall be the responsibility of the assignor.
  - FWSRA policy will be to NOT pay any referee that has not filed a match report by the fifth day after the last weekend of the month.
  - Missed Match reports will be pulled into the next payment cycle once filed by the referee.
- Will communicate directly with Assignors in any case where multiple Match reports are filed for the same referee position to ensure the correct referee is paid or not overpaid.
- By the Fourth Monday of each month, the Treasurer will have checks for referees that filed match reports for the previous months matches for distribution at that month’s General Referee Meeting.
  - During the year, with board recommendation, the Treasurer will mail to the Referee all checks that have not been picked up at the General Referee Meetings.
- Annually evaluate/adjust game fees to client Associations and present for Board Approval.
- He/She shall be a voting member of the Board of Directors.

### **DIRECTOR OF ASSIGNING**

- Shall not be the active Assignor for FWSRA unless under emergency situations where no USSF licensed Assignor is available.
- He/She shall attend all Association meetings whenever possible
- Submit a report on their activities at each meeting

## **FEDERAL WAY SOCCER REFEREES ASSOCIATION POLICIES AND PROCEDURES**

- Maintain the Code of Ethic for Assignors
  - That I shall maintain the utmost respect for referees and other official of the game and I will conduct myself honorably at all times
  - That I will make assignments based on what is good for the game and what is good for the referee
  - As a member of the United States Soccer Federation, I will strive to make my action reflect credit upon that organization and I will contribute to the continuous development of referees in the National referee program
  - I shall conduct myself ethically and professionally in the assignment process
  - I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private, constructive and for the benefit of the referee.
  - I will offer equal opportunity to all qualified referees and I will avoid discrimination against any individual or group regardless of race, color, religion, sex or national origin
  - I will fully cooperate in the timely resolution of any grievance, hearing or complaint
- Help facilitate the upload of all matches to the FWSRA website
- Facilitate, with Board review and approval, rankings for all compliant referees allowed to self assign matches for FWSRA
- Facilitate all tournament activities (Tracy Whitney & Blastoff currently).
- Submit to the Board of Directors recommendations for Assignors for Board consideration and approval.
- Ensure that all duties and responsibilities of the assignors are executed appropriately and judiciously
- Train and assist all assignors as necessary
- Receive referee evaluations submitted; Call or e-mail referee(s) involved and discuss the evaluation. Follow up with coach/parent and thank them for evaluation.
- Submit to the Webmaster upcoming training/meeting notices for posting onto the FWSRA events page
- Assist Director of Assessment in referee upgrades where necessary
- Maintain close relationship with SRC/SYRA
- He/She shall be a voting member of the Board of Directors

### **ASSIGNORS**

- Shall be under contract with FWSRA and approved by the board on an annual basis. The Assignors will have no voting privileges.
- Fees to be paid to the Assignors will be approved by the board by majority vote and reviewed on an annual basis.
- He/She shall attend all Association meetings whenever possible
- Submit a report on their activities at each meeting
- Maintain the Code of Ethic for Assignors
  - That I shall maintain the utmost respect for referees and other official of the game and I will conduct myself honorably at all times

## **FEDERAL WAY SOCCER REFEREES ASSOCIATION POLICIES AND PROCEDURES**

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- As a member of the United States Soccer Federation, I will strive to make my action reflect credit upon that organization and I will contribute to the continuous development of referees in the National referee program
- I shall conduct myself ethically and professionally in the assignment process
- I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private, constructive and for the benefit of the referee.
- I will offer equal opportunity to all qualified referees and I will avoid discrimination against any individual or group regardless of race, color, religion, sex or national origin
- I will fully cooperate in the timely resolution of any grievance, hearing or complaint
- Submit to the Treasurer on a monthly basis a report of matches by age AND by division (WSYL or SSUL or Mod) assigned for the previous month by the Third day after the end of the month
  - Assignor will note any games where a late cancellation was made by the Club which would merit the payment of the referee as per FWSRA policy.
  - Additionally the Assignor will supply the Treasurer the number of added/changed/canceled games and the reason for said modification under the same time schedule, for compensation where consistent with the “Fees and Change Policies” FWSRA document. These reason comments must be entered into the notes section of the subject match.
- Submit to the Treasurer on a monthly basis a report of hours worked for tracking and submission of L&I Worker Compensation.
- Ensure by the 5<sup>th</sup> day following the last weekend of the month, that all match reports in review status are appropriately moved to pending status or left in review with notification to the Treasurer as to reason for non-payment to referee.
  - Throughout the month the Assignor will monitor the “review” match reports and change the match reports to the appropriate status based on the situation
    - If the match report is filed for a match the referee DID NOT do, the report status should be changed to “billed”
    - If the match report is for a match the referee DID do however comments or conditions OTHER than financial conditions put it in review, the assignor will change the status to pending.
    - All “review” match reports the assignor is responsible for, as noted above, must be cleared out of review by the fifth day after the end of the month.
    - The assignor should not make any changes to a match report that has to do with financial issues (i.e. fee computation).
- Receive game file from Client(s) and convert for upload to FWSRA website. Ensure no errors occur during upload.
- Advise FWSRA membership of available matches

## **FEDERAL WAY SOCCER REFEREES ASSOCIATION POLICIES AND PROCEDURES**

- Assign compliant and qualified referees to Client matches ensuring skill level, age of referee, ability and RMA clearance are all appropriate.
- Make multiple attempts to fill matches to 100% fill rate which includes but is not limited to e-mail and telephone communications.
- Monitor self assignment to ensure referees are taking R and AR positions as well as back to back games whenever possible. Recommend changes to the affected referees as necessary to ensure proper placement of referees.
- Manage changes to assignments on the FWSRA website and advise the Director of Assigning and Treasurer where appropriate.
- Facilitate assigning of compliant referees to tournaments (currently Tracy Whitney & Blastoff) to ensure a 100% fill rate whenever possible.

### **DIRECTOR OF INSTRUCTION**

- He/She shall attend all Association meetings whenever possible
- Submit a report on their activities at each meeting
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- Coordinate Entry Level Clinics as scheduled by the Board of Directors
- Create and facilitate continuing education to be conducted at scheduled meetings as determined by the Board of Directors.
- Coordinate with the Director of Mentoring to determine subject material opportunities for continuing education training
- He/She shall be a voting member of the Board of Directors

### **DIRECTOR OF MENTORING**

- He/She shall attend all Association meetings whenever possible
- Submit a report on their activities at each meeting
- Identify referees for mentoring opportunities
- Identify experienced referees to mentor selected referees
- Provide Assignors with recommendations for referee assignment related to mentoring activities (upgrades, more challenging matches, etc.)
- Coordinate with the Director of Assessment to identify opportunities for referee upgrade, nomination to State Cup Camps and Referee of the Year.
- Maintain a record of all mentoring and provide summary to the Board of Directors at each meeting.
- He/She shall be a voting member of the Board of Directors

### **DIRECTOR OF ASSESSMENT**

- He/She shall attend all Association meetings whenever possible
- Submit a report on their activities at each meeting
- Provide assistance where needed to all members of the Board of Directors.
- Gain input from the Director of Assigning and Director of Mentoring to identify referees for upgrade, State Cup Camps and Referee of the Year opportunity
- Assist selected referees in procedure and process for upgrading and attending State Cup Camps as well as submission of all documents for Referee of the Year.
- He/She shall be a voting member of the Board of Directors

# **FEDERAL WAY SOCCER REFEREES ASSOCIATION POLICIES AND PROCEDURES**

## **DIRECTORS AT LARGE**

- He/She shall attend all Association meetings whenever possible
- Coordinate with other Directors at Large so that one Director at Large is present at the Client monthly meetings
- Assist with facilitation of Tournaments (currently Blastoff and Tracy Whitney).
- Assist all Directors and Officers as directed by the Board
- He/She shall be a voting member of the Board of Directors

## **GENERAL OPERATING PROCEDURES**

- Annually FWSRA will submit to its Soccer Association clients the games fees and change fees policy for their review.
- When fee increases or policy changes are deemed necessary by the Board, these changes will be submitted in writing to the Client(s) and discussed in a meeting format to gain mutual agreement whenever possible. Mutual agreement is not required however for the new fees to be placed into policy by the Board.  
All referees wishing to officiate FWSRA matches must have on file at FWSRA.org a completed W9 IRS document, approved RMA and if under 18 years of age, a signed (referee, parent, school) youth work form in order to be deemed “compliant”

## **MENTORING ASSIGNING PROCEDURES**

- Mentoring assignment will be loaded onto the FWSRA assigning site for tracking and payment purposes
- Input for those individuals to be mentored will come from any of the FWSRA board members.
- The Director of Mentoring should be notified of any mentoring assignments loaded by the assignors so he/she may keep track of mentored individuals progress.
- Director of Mentoring should frequently monitor mentoring assignments in the event notification is not made.
- Only the Certified Assignors are able to load mentoring assignments to the FWSRA website and may do so when they identify a candidate or when instructed to do so by any Board Member.
- Any member of the Board may be assigned as a mentor including the Certified Assignors or other Certified Referees at the discretion of the Board.

## **DISCIPLINARY ACTIONS FOR REFEREES IN POOR STANDING**

- Referees deemed as not meeting FWSRA Conduct and Ethics standards as outlined in the By-Laws shall be dealt with in the following manner

## **FEDERAL WAY SOCCER REFEREES ASSOCIATION POLICIES AND PROCEDURES**

- First offenses unless deemed extremely serious by the Board shall get a written notice of the areas not meeting Association Conduct and Ethics. This notice will outline the time frame for remediation.
- Second offenses will again receive written notice with required remediation steps and notice that if not corrected to the requirements on the By-Laws, removal from all matches in FWSRA upon third offense
- Third offenses will receive immediate written notice of removal from the Association as a member in good standing and not allowed to referee any matches for FWSRA. As per the By-Laws this status will have no voting rights at any FWSRA meetings.
- Offenses deemed extremely serious by the Board will receive immediate written notification of removal from the Association as a member in good standing and will lose all voting and attendance privileges at all FWSRA events and meetings.
- Referees will have the right to a speedy review of any disciplinary actions imposed by contacting the President in writing and requesting a hearing. The hearing will occur within 30 days of the request date.
  - The hearing will be made up of the President, Vice President, Secretary, and the affected Assignor. Only the three elected board members will vote on the outcome of the hearing. Once a decision is made by this hearing, the decision will be final and binding on both parties.