

NORTH BAY SOCCER REFEREE ASSOCIATION

OPERATING PROCEDURES

ARTICLE 1 – PARLIMENTARY AUTHORITY

All meetings shall be governed by Robert’s Rules of Order, Newly Revised and as may be amended from time to time, insofar as such rules are not inconsistent with or in conflict with the By-Laws, the Articles of Association, or the law.

ARTICLE 2 – MEETINGS

SECTION 1: General meetings of the NBSRA may be held during the months of January, February, August, September, October and November. Additional meetings shall be scheduled as called by the Executive Board with a minimum of a one week notice.

SECTION 2: Executive Board meetings shall be called by the President and/or by any two members of the Executive Board anytime during the year with a minimum of a one week notice.

SECTION 3: An Annual General Meeting will be held each year to conduct business related to the organization prior to the start of the fall soccer season. AGM topics may provide instructional and physical training and testing for NBSRA members.

SECTION 4: A quorum of the Executive Board shall be no less than half (1/2) of the voting Board, including the President. A quorum shall be required at any Board meeting before any action of the Executive Board shall be voted on.

SECTION 5: Any member may attend the meeting of the Executive Board, but only the members of the Executive Board will be allowed to vote.

SECTION 6: Any member in good standing may make a motion to the Executive Board.

ARTICLE 3 – ASSIGNOR APPOINTMENT AND DUTIES

SECTION 1: The Assignor shall be an appointed by the Executive Board, with no voting powers, and shall hold the position for twenty four (24) months or until a successor is duly appointed and shall be responsible for the scheduling of referees for all games contracted for by NBSRA. The Assignor shall be reimbursed for his/her services and out of pocket expenses at a rate determined annually by the Executive Board.

SECTION 2: Provide records of assignments for the Executive Board to review in order to ensure consistency with the established rating of officials.

SECTION 3: Maintain accurate records of games worked by officials to ensure proper payment of each referee. These records shall be turned over to the Treasurer at the conclusion of the season so that officials can be compensated.

ARTICLE 4 – ASSIGNMENTS

SECTION 1: Assignment of officials to all regularly scheduled, pre-season and league games of organizations served by the NBSRA shall be the responsibility of the Assignor.

SECTION 2: Assignments will be made only to NBSRA active members in good standing. In situations where no qualified NBSRA member is available for an assignment, the Assignor may offer the assignment to members of other NFHS associations providing they are properly qualified, rated and insured.

SECTION 3: Assignments will be based upon each official's availability and rating within NBSRA. The NBSRA does not guarantee any specific number or level of assignments to any official. Every effort will be made by the Assignor to balance the number of assignments offered to referees of similar rating.

SECTION 4: Members shall communicate their acceptance or rejection of assignments to the Assignor. Any member who must cancel an assignment must do so no less than 48 hours before the assignment, unless due to factors beyond the control of the official. The referee must telephone any declines sooner than 48 hours to the Assignor.

SECTION 5: The Executive Board shall take appropriate actions in cases where members cancel assignments late, fail to honor assignments or fail to show up on time for assignments. Such actions may include, but are not limited to: levying fines, and/or suspending or revoking membership.

SECTION 6: Nominations to other than regularly scheduled, pre-season or league games shall be made by the Executive Board. These nominations include, but are not limited to: post season playoff games and All-Star games. Nominations by the Executive Board shall be based upon the position to be worked, the rating of the officials, the contribution of the individual officials to the NBSRA, and such other factors as the Executive Board deems relevant.

SECTION 7: Assignments for preseason, regular season and NCS section championship games will be based in part on the Ranking Committee appraisals for each referee. These evaluations will, in part, be based, on game assessments, coaches' feedback, and fellow official's feedback that occur during the seasonal year.

ARTICLE 5 – FINANCE AND FEES

SECTION 1: Fees

NBSRA shall assess each active referee in its membership an annual fee that has been approved by the General Membership. In addition, NBSRA may assess a fee of up to 10% of the game fee of each game assigned by NBSRA to cover operational expenses.

SECTION 2: Payment to Referees

In order to facilitate bookkeeping, NBSRA will collect the fees for all games assigned by NBSRA and pay each referee from these collected funds. This is only to facilitate bookkeeping, however, and does not make the referee being assigned games through NBSRA employees of NBSRA. Each referee member of NBSRA is an independent contractor and as such will be responsible for providing his/her own medical insurance or injury compensation. Liability Insurance will be arranged by NBSRA through NFHS or other insurers at the Board's discretion.

SECTION 3: Games Fees

A schedule of the fees paid to officials will be approved by the General Membership at the AGM or General Membership Meeting.

ARTICLE 6 –CONFLICT OF INTEREST

No referee shall be assigned to any game that he/she has a child/student attending one of the schools or if he/she has a child/student team member any game where the outcome may affect the child's team standing. The referee will not be assigned to the school until five years after the child/student transferred to another school or graduated.

ARTICLE 7 – TRAINING

NBSRA will sponsor a minimum of (18) hours of training each year. NBSRA requires all referees to pass the full NFHS Soccer Rules test with a grade of 75% or higher. NBSRA provides a new rule book to each official every two years unless there are significant NFHS rule changes in the year one is not provided. In this case new rules books will be provided to each official.

ARTICLE 8 – EVALUTION AND RATING OF OFFICIALS

SECTION 1: The Board shall appoint a Ranking Committee comprised of Assignors, Assessors and selected members. All active members of the NBSRA will be evaluated and rated annually at the conclusion of the soccer season. The purpose of this evaluation and rating shall be to provide constructive advice regarding improvement for the next season and to designate the assignment category into which the official will be placed for the following season.

SECTION 2: The Ranking Committee shall be responsible for the evaluation and rating of officials at the conclusion of the high school soccer season. The Ranking Committee will review

test scores, ratings by fellow officials, evaluation forms and other such information as may be available. The Ranking Committee will make recommendations to the Board regarding the assignment category into which each official shall be placed for the following season.

SECTION 3: Assignment categories are (A, B, C, and D for center; 1, 2, and 3 for line):

- A. Capable of centering all games including NCS playoff games.
- B. Capable of centering league games excluding NCS playoff games.
- C. Capable of centering Junior Varsity games and is a developing Varsity center.
- D. Requests no center assignments
- 1. Capable of lining all games including NCS playoff games.
- 2. Capable of lining all league games excluding NCS playoff games.
- 3. Developing linesman.

SECTION 4: Any member wishing to discuss or appeal his/her evaluation may request a meeting with the Committee. The Ranking Committee may recommend to the Board that an officials rating be changed. Should no change be recommended or should the official not be satisfied with the Ranking Committee's recommendations, the official may appeal directly to the Board. The decision of the Board on Ranking Committee recommendations or direct appeal shall be final.

SECTION 5: Assignment categories may be modified by vote of the Board. Individual referee rankings will be posted annually on each official's personal profile page for his/her review.

ARTICLE 9 – NCS GAME QUALIFICATIONS

This article is a summary of the necessary requirements needed to be considered for the NCS Games. The following reflects the 5 standards: (1) Physical Test; (2) Written Test; (3) Training Hours; (4) Ratings; (5) Game Count.

Physical Test

Member shall pass either the USSF physical fitness test at the age appropriate level or the NISOA (college) physical fitness test. The Board will determine the specific physical fitness requirements.

Written Test

Member shall pass the NFHS 100-question rules test. A passing grade is a score of no less than 75% correct is required.

Training Hours

Member shall have attended the annual general membership meeting or a minimum of 18 hours of training/meetings, as outlined in Article 4 Section 4 of the NBSRA By-Laws.

Members shall complete eighteen (18) hours of training annually. This training can be accumulated by a combination of the following: five (5) hour CNRA refresher course, hours from continuing education offered at seasonal meetings, CNRA approved upgrade seminar hours and academy courses, up to eighteen (18) hours and specially scheduled NBSRA sponsored training classes.

Ratings

Game assignments for NCS section championship games will be based on the Ranking Committee evaluations for each referee. These evaluations will, in part, be based, on game assessments made during the year. Assignments shall be based upon the position to be worked, the rating of the officials, the contribution of the individual officials to the NBSRA, and such other factors as the Board deems relevant.

Game count

The CIF game count standard and any other CIF stipulated criteria is endorsed by NBSRA for NCS referee eligibility.

ARTICLE 10 - ASSESSMENT PROGRAM

The NBSRA Board shall appoint a senior licensed USSF Assessor to manage the Assessment Program. NBSRA uses licensed USSF assessors who review members who request more advanced assignments or for personal improvement, as well as reviewing members to monitor performance to ensure the organization is providing a high level of performance. NBSRA deliberately assigns less experienced referees to work with senior referees to get feedback and to learn by example. The Assignor, President and Assessment Program Manager, review the performance of NBSRA officials. NBSRA has an online coach's feedback form that goes to the President and Assignor. For significant feedback, the referee is contacted to discuss performance.

ARTICLE 11 – MENTORING PROGRAM

NBSRA offers mentoring to all officials based on the availability of volunteer mentors. Mentors attend games and offer guidance and advice to the officiating team to assist in their development as referees. This is an informal program and there are no written or verbal reports to the Board or Ranking Committee.

ARTICLE 12 – RECRUITMENT POLICY

NBSRA seeks and is open to all qualified people who can referee at the required level. NBSRA announces its activities at other events where soccer referees train or officiate games and

encourage qualified referees of good character to apply for membership in NBSRA to officiate high school games.

ARTICLE 13 – WEBSITE

NBSRA intends to promote the association by developing and maintaining a website for recruitment, offering referee training and testing, referee communications and announcements for the good of the membership.