

# Los Padres Soccer Referees Association

## Southern California Soccer Officials Association Unit "F"

### BY-LAWS AND OPERATING POLICIES

Revised 7/09

#### SECTION I. NAME

- Article 1. The name of this organization shall be the Los Padres Soccer Referee Association.
- Article 2. The name for the purpose of affiliation with the California Interscholastic Federation/Southern Section, (CIF/SS) shall be the Unit "F" of the Southern California Soccer Officials Association (SCSOA).
- Article 3. In this document this name hereafter will be called "The Association."

#### SECTION II. GOALS

- Article 1. The aims of The Association shall be:
- A. To provide a competent, professional refereeing service to soccer leagues in the Northern Santa Barbara County area and in the S.L.O. County area.
  - B. To promote among the members of The Association, attitudes of courtesy, professionalism, service, improvement, mutual respect, and assistance.
  - C. To provide standard interpretation of the Laws of the Game and mechanics of refereeing.
  - D. To Promote soccer in accordance with The Spirit of the Game and in line with FIFA/USSF/Cal-South/AYSO/OTHER decisions.

#### SECTION III. MEMBERSHIP

- Article 1. Eligibility
- A. Voting membership shall be available to any person subject to the following.
    - 1. Initial application for membership.
    - 2. Payment of established membership dues.
    - 3. Approval of board of directors.
    - 4. Maintaining attendance requirements for meetings.
    - 5. Compliance with USSF code of ethics
- Article 2. Classification
- A. Members of The Association shall be classified as follows.
    - 1. FIFA International referee.
    - 2. USSF National referee.
    - 3. USSF State referee/AYSO National Referee.
    - 4. USSF referee 07/AYSO Advanced referee.
    - 5. USSF referee 08/AYSO Intermediate referee.
    - 6. USSF Recreational referee/AYSO Regional referee.
    - 7. Non-Affiliated.
    - 8. Honorary membership.



- Article 3. Game Assignments
- A. New members will be evaluated by the Director of Assessment, Director of Instruction, Director of Assignment, CIF Coordinator, or designee to determine if the member qualifies to be assigned games.
  - B. On an annual basis all members will be afforded the opportunity to take the written USSF and physical examination for the purpose of upgrading or maintaining USSF ranking.
  - C. At least on a two year basis, all members will be evaluated by a USSF, SCSOA Assessor or an appointed Senior Referee, for the purpose of maintaining eligibility for game assignments.
  - D. Game assignments through The Association for leagues shall be made by the Director of Assignment or designee subject to referee availability.
  - E. Game assignments for CIF shall be made by the CIF Coordinator or designee.
  - F. The Director of Assignment/CIF Coordinator shall be allowed to use non-members for assignments if no member of The Association is available.
  - G. The referee is responsible for the timely and accurate completion of required post-game report to the league served. Failure to complete game reports in a timely manner may result in disciplinary action.
  - H. Failure to show-up for assigned games without notifying the Director of Assignment/CIF Coordinator may result in disciplinary action.

- Article 4. Forfeiture of Membership:
- A. Members will perform their referee functions and conduct themselves in a professional manner at all times. The USSF Code of Ethics for Referees will be followed. (copy attached) Problems of deportment will be brought before the Board of Directors for appropriate action.
  - B. Membership may be forfeited for unprofessional conduct, failure to pay dues, and/or conduct detrimental to the welfare of The Association.
  - C. Forfeiture of membership shall be determined by a hearing before the Board of Directors. A unanimous vote by the Board of Directors is required for revoking of membership.
  - D. Any officer found in violation of this article shall be subject to removal from office by two-thirds vote of the membership at a regularly scheduled meeting.

- Article 5. Reinstatement of Membership:
- A. Persons seeking reinstatement must submit a written request.
  - B. Approval of reinstatement shall be determined by  $\frac{3}{4}$  vote of the Board of Directors no later than two regular meetings after the submission of the request for reinstatement.

#### **SECTION IV. OFFICERS**

- Article 1. The Board of Directors shall consist of the following elected positions.
- A. President.



**Los Padres Soccer Referee Association USSF CSA Cal-South AYSO NISOA SCSOA**  
Serving San Luis Obispo and Northern Santa Barbara Counties

Bylaws, Policies and Procedures –Adopted: 27 July 2009

- B. Vice President.
- C. Treasurer.
- D. Secretary.
- E. Director of Assignment.

Article 2. The Board of Directors shall appoint and approve by majority vote of the board the following Association Officers.

- A. Director of Instruction.
- B. Director of Assessment.
- C. CIF Coordinator.

Article 3. Board Voting Procedure.

- A. An officer may hold an additional office in conjunction with an elected position.
- B. All officers, including those listed in SECTION IV Article 2 will have a vote, no officer will have more than one vote in matters before the board even though he/she holds multiple offices.
- C. All board decision will be by majority vote of officers.
- D. A quorum of the board shall consist of 5 positions.

Article 4. Term.

- A. The board of Directors shall be elected at the Annual General Meeting and serve for a period of one year.

Article 5. Eligibility.

- A. In order to be nominated for a board position, the nominee will be a member in good standing. He/She will have a history of financial responsibility with the Association and have all dues, fees, and other financial obligations to the Association paid up to date at the time of the nomination
- B. To be a member in good standing, a nominee will not have had any disciplinary action against him/her during the previous 12 months prior to the nomination. That period can be extended by a majority vote of the Board of Directors. Any violation of the USSF Code of Ethics for Referees is cause for disciplinary action. Disciplinary actions include, but are not limited to, forfeiture/suspension of membership, temporary or permanent removal from referee duties, and written or verbal sanctions or reprimands.

## **SECTION V. DUTIES AND RESPONSIBILITIES OF BOARD OFFICERS**

Article 1. Duties of the President:

- A. Preside at all meetings.
- B. Appoint all necessary committees.
- C. Call special meetings when necessary.
- D. Execute the will of The Association.
- E. Act as ex-officio of all projects and committees.
- F. Assume the role or appoint a board officer until elections can be held to fill the vacancies or until the indisposed officer can resume the duties of office.



Article 2. Duties of the Vice President:

- A. Perform all the President's duties in his/her absence.
- B. Negotiate all contracts with soccer leagues in the region.
- C. Attend League meetings as required and speak on behalf of The Association. (Or his/her designated representative.)

Article 3. Duties of the Treasurer:

- A. Develop a budget for The Association.
- B. Collect all dues and pay all bills.
- C. Deposit or hold all moneys belonging to The Association on behalf of the membership.
- D. Keep a current statement for The Association.
- E. Submit a financial statement to The Association at the February meeting.

Article 4. Duties of the Secretary.

- A. Keep a record of all business transacted by The Association.
- B. Give at least ten calendar days notices of meetings to all members.
- C. Keep a current membership roster.

Article 5. Duties of the Director of Assignment:

- A. Be a "Certified" USSF Assigner or obtain such "Certification" at the Next Certification Opportunity.
- B. Assign all referees to games in Association-served leagues, or appoint assistants as necessary.
- C. Maintain a record of all officials assigned.
- D. Assist in evaluation of referees as part of The Association goals.

Article 6. Duties of the Director of Instruction:

- A. Be a "Certified" USSF Instructor or obtain such "Certification" at the Next Certification Opportunity.
- B. Establish a training program for all Association members which will meet the requirements for recertification and lead to upgrade.
- C. Establish and direct clinics for entry level certification of officials.
- D. Maintain correspondence/communication with the SDI to ensure that The Association is kept informed of law changes/interpretations.



- E. Assign certified instructors to conduct training sessions whenever possible/practical.
- F. Insure that all association members are afforded the opportunity to take the USSF recertification testing at least once a year.
- G. Assist in evaluation of referees' goals as part of The Association goals.

Article 7. Duties of the Director of Assessment:

- A. Be a "Certified" USSF Assessor or obtain such "Certification" at the Next Certification Opportunity.
- B. Establish an assessment program for all Association members which will meet the requirements for recertification and lead to upgrade.
- C. Maintain correspondence/communication with the SDA to ensure that The Association is kept informed of changes/developments.
- D. Assign certified assessors to conduct evaluations whenever possible/practical.
- E. Provide evaluation/assessment results to the Assignment Secretary and the CIF Director for aid in assessing officials.

Article 8. Duties of the CIF Coordinator:

- A. Be a "Certified" by SCSOA as an Assigner, Instructor, Assessor or obtain such "Certification" at the Next Opportunity.
- B. Direct the activities required to provide officials for all CIF soccer contests.
- C. Attend CIF and Southern California Soccer Officials Association meetings as required and speak on behalf of The Association. (Or his/her designated representative.)
- D. Direct training in accordance with National Federation High School rules and SCSOA guidelines.
- E. Act as liaison between CIF/Southern Section, CIF Liaison, high schools served and The Association.

Article 9. Common duties for all officers:

- A. All officers shall be prepared to pass along written records of business which transpired during their terms to the succeeding officers at the end of the elected term.
- B. All officers shall maintain records which shall be made available to the membership at large upon request.

**SECTION VI. ELECTIONS**

Article 1. Procedure for election:

- A. Board of Director positions shall be voted on at the Annual General Meeting, held in February.
- B. Officers shall be elected in the following order:
  - 1. President.
  - 2. Vice President.



3. Treasurer.
  4. Secretary.
  5. Director of Assignment.
- C. The president will appoint a nominating committee at the January meeting. They shall be responsible for nominations and running the Elections.
  - D. The nominee for the position receiving a simple majority of quorum votes shall be elected to that position.
    1. Candidates must be in attendance at the election meeting or be prior excused by a board member. Excused candidate is to have contacted board member prior to the start of the meeting. Board member is to contact nominating committee prior to beginning of election with name or names of the persons excused.
    2. If no candidate receives a majority of the votes because more than two candidates are running for that position, the candidate receiving the fewest number of votes shall be dropped from the first ballot and a second vote shall be taken. This procedure shall be repeated until one candidate receives a majority of the votes.
  - E. All newly elected officers shall assume office on March 1<sup>st</sup>.
  - F. All Vacancies which occur on the board during the year shall be filled by presidential appointment with the Board's approval.

**SECTION VII. DUES**

- Article 1. Dues to The association shall be established by the newly elected board and presented for approval by the membership (majority vote) at the monthly meeting following the Annual General Meeting.
- Article 2. Dues may not be lowered or raised for the period of one fiscal year which runs March through February.
- Article 3. One year's dues are required even though a prospective member may join at any time during the year.
- Article 4. Fees for CIF soccer officials shall be established by the board and approved by the general membership prior to commencement of the CIF season each year.
- Article 5. Game assignment, assessment, and other fees will be established by the board and approved by the general membership.

**SECTION VIII. MEETINGS**

- Article 1. Meetings shall be held at least once per month at a time and place to be determined by the board.
- Article 2. Meetings may be re-scheduled because of holidays or special circumstances.
- Article 3. The annual general meeting shall be held in February.
- Article 4. Quorum at meetings.
  - A. A quorum shall consist of (10) ten members.



B. A quorum shall be required to amend By-laws and/or hold elections.

Article 5. Attendance at meetings:

A. Members will strive to attend all meetings.

B. Members who do not attend regular meetings and have not contacted the Assignment Secretary with a valid reason for non-attendance may not be assigned games.

**SECTION IX. AMENDMENT PROCEDURE**

Article 1. These By-laws and Operating Policies may be amended at any regularly Scheduled meeting by a two-thirds vote of the membership present. Providing:

A. A quorum of the members are present.

C. The general membership has received in writing such proposed changes at least one week prior to the meeting.

