



**STATE REFEREE
PROGRAM**



West Virginia Soccer Association State Referee Program Policy & Procedure Manual

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Policy 101 -- Establishment and Purpose

Section 1. The West Virginia Soccer Association, Inc. (WVSA) establishes a State Referee Program (SRP) in support of its purpose to foster and advance the cause of soccer within the territory under its jurisdiction (WVSA Constitution 1.2).

Section 2. The purposes of the State Referee Program are—

1. To recruit, retain and develop referees, instructors, assessors and assignors to achieve excellence in serving the missions of the West Virginia Soccer Association and the United States Soccer Federation, Inc., (USSF) Referee Program and
2. To carry out the referee program of the USSF within the WVSA.

Section 3. Definitions

In this policy—

1. "Federation" means the United States Soccer Federation, Inc.
2. "Officers of the SRC" means the SRA, SYRA, SDI, SDA and State Director of Referee Assignment.
3. "SDA" means the State Director of Referee Assessment.
4. "SDI" means the State Director of Referee Instruction.
5. "SRA" means the State Referee Administrator.
6. "SRC" means the State Referee Committee provided for under Rule 3 of this Policy 101
7. "SRP" means the State Referee Program established under this Policy 101.
8. "State Association" means the West Virginia Soccer Association, Inc.
9. "SYRA" means the State Youth Referee Administrator.
10. "USSF" means the United States Soccer Federation, Inc.
11. "WVSA" means the West Virginia Soccer Association, Inc.

Policy 201 -- State Referee Committee

Section 1. In accordance with USSF Policy 531-1 Section 4 and WVSA Administrative Rule Book 2.6.2, there shall be a State Referee Committee (SRC). The SRC is responsible for carrying out the policies and procedures of the SRP in the areas of—

1. Program Administration;
2. Referee Recruitment and Retention;
3. Referee Training and Development;
4. Referee Assigning.

Section 2. The SRC is composed of the following:

1. The State Referee Administrator (SRA), who serves as Chair;
2. The State Youth Referee Administrator (SYRA), who serves as Vice-Chair;
3. The State Director of Referee Instruction (SDI);
4. The State Director of Referee Assessment (SDA);
5. The State Director of Assignment;
6. Four At-Large Members:
 - a. One of whom should be a youth league team official (e.g., a coach or team manager) who is not currently registered as a referee;
 - b. One of whom should be an adult league player who is not currently registered as a referee;
 - c. Two of whom should be referees who are not otherwise a member of the SRC;
7. The President of WVSA, who shall be an ex-officio (non-voting) member;
8. The Executive Director of WVSA, who shall be an ex-officio (non-voting) member.

Section 3. No member of the WV SRC will receive remuneration from the USSF, WVSA or the WV SRP for service on or directly related to the SRC. Those SRC members who are also registered and active referees, instructors, assessors or assignors may receive compensation from the respective leagues, competitions or referees for whom they work.

Section 4. Each voting member of the SRC referred to in Section 2 of this rule has a term of two years and may be re-appointed. A voting member may continue to serve until a successor is appointed, and appointees may be nominated by the SRA and approved by the SRC to fill vacancies of unexpired terms. The term of each voting member shall begin on January 1 of each of the years specified in Section 5 of this rule.

Section 5. Each of the voting members of the SRC referred to in Section 2 of this rule shall be appointed as follows:

1. The SRA, appointed by the State Association in consultation and agreement with the USSF for terms beginning in even-numbered years;
2. The SYRA, appointed by the State Association for terms beginning in odd-numbered years;
3. The SDA, appointed by the State Association on the recommendation of the SRA, for terms beginning in even-numbered years;
4. The SDI, appointed by the State Association on the recommendation of the SRA, for terms beginning in odd-numbered years;
5. The State Director of Assignment, is appointed by the State Association on the recommendation of the SRA, for terms beginning in even-numbered years;
6. The At-Large Members are appointed by the State Association on the recommendation of the SRA, for two year terms, with the terms of the youth league team official and one referee beginning in odd-numbered years and the terms of the adult league player and one referee beginning in even-numbered years.

Section 6. The SRC shall meet at times, dates, and places determined by the SRC, but shall meet at least twice annually. Proceedings of the SRC shall be conducted in accordance with the latest authorized version of Robert's Rules of Order. A meeting of the SRC shall be called on the request of any three members of the SRC. Each voting member of the SRC shall have only one vote.

Section 7. The SRA shall preside as Chair at all meetings. In the absence of the SRA, the SYRA shall preside as Chair.

Section 8. The SRC may bestow the honorific "emeritus" on former officers of the SRC (e.g., "SRA emeritus") in recognition of meritorious service and commitment to the SRP.

Policy 202 -- Specific SRC Responsibilities

In carrying out this policy, the SRC shall develop procedures for and oversee the implementation of the following activities and programs:

Section 1. Program Administration:

1. Adopting and revising, as appropriate, job descriptions for all positions of the SRP, including SRC officers;
2. Developing and promulgating certification and recertification requirements for referees, instructors, assessors and assignors in compliance with USSF requirements;
3. Developing and promulgating criteria that referees, instructors and assessors registered with the WVSA must meet to be considered "in good standing" and procedures to confirm their eligibility to accept assignments and participate in USSF affiliated activities outside of their state of registration;
4. Establishing WVSA administrative fees associated with registration and upgrades of referees, instructors, assessors and assignors.
5. Processing annual and lifetime USSF registrations for referees, instructors, assessors and assignors;
6. Developing and promulgating a risk management application process for referees registered with the WVSA;
7. Compiling and providing a periodic list of currently registered USSF referees approved for assignment to youth and adult leagues within the jurisdiction of the WVSA;
8. Coordinating with referee program officials of other state associations for the training and assignment of referees, instructors, assessors and assignors in accordance with USSF policies;
9. Serving as the Referee Discipline Committee considering and deciding appeals of decisions of hearing committees when game officials are found guilty of misconduct;
10. Developing any other such procedures as are required for the administration and operation of the SRP.

Section 2. Referee Recruitment & Retention:

1. Coordinating with local leagues to develop programs to recruit new referees, instructors, assessors and assignors;
2. Coordinating with local leagues to develop programs to improve the retention of referees, instructors, assessors and assignors.

Section 3. Referee Training & Development:

1. Assisting local leagues in scheduling instructional clinics for new and recertifying referees;
2. Developing statewide curriculum standards, in accordance with authoritative USSF training materials, for Grade 9, 8, 7 and 6 referee clinics;
3. Scheduling clinics for new and recertifying instructors, assessors and assignors;
4. Scheduling upgrade clinics for referees seeking to upgrade;
5. Coordinating with the USSF Referee Program for the scheduling of National Referee Coaches for clinics and other development opportunities hosted by the WVSA SRP;
6. Developing procedures for grade maintenance and upgrades of referees, instructors, assessors and assignors in accordance with USSF guidelines;
7. Developing training aids and materials, such as annual recertification agendas, for all clinics in accordance with USSF guidelines;
8. Developing procedures for the assignment and compensation of assessors for development & guidance, upgrade and maintenance assessments;
9. Developing and promulgating concussion and head injury training requirements for referees in accordance with USSF recommendations and WVSA policy;
10. Recommending aspiring referees to regional and national level referee identification and development events, as appropriate;
11. Coordinating the assignment of mentors and assessors for youth and amateur games;

Section 4. Referee Assigning:

1. Setting the priority of assignments to competitions within the jurisdiction of the WVSA and not otherwise administered by the USSF;
2. Coordinating the assignment of referees for WVSA and US Youth Soccer Region 1 sponsored league and cup competitions;
3. Promoting opportunities and/or providing referees for US Adult Soccer Association and US Youth Soccer Association competitions as available or required.

Policy 203 – Responsibilities of the SRA and Other SRC Officers

Section 1. The State Referee Administrator (SRA)—

1. Chairs the SRC;
2. Has overall supervisory responsibility for carrying out the programs and directives of the SRP;
3. Oversees investigations of misconduct toward and by game officials in accordance with policies of the USSF and of the WVSA;
4. Oversees the annual USSF registration of referees, instructors, assessors and assignors;
5. Oversees the provision of fitness tests for referee grades / levels as required by the USSF and WVSA Referee Programs;
6. Represents the needs of the WVSA SRP and serves as liaison to the USSF Referee Program;
7. Is responsible for the operations and administration of the SRP and supervises SRC officers, including the SYRA, SDI, SDA and the State Director of Assignment;
8. Recommends aspiring referees to regional and national level referee identification and development events, as appropriate;
9. Identifies and supports promising national referee candidates to the USSF;
10. Submits necessary reports to and responds to inquiries of the USSF Referee Program, including annual orders of supplies for the SRP (e.g., badges and books);
11. Communicates with referees, instructors, assessors assignors concerning relevant matters, including but not limited to calls for referees, referee development opportunities, clinic availability and USSF or WVSA guidance, directives and position papers;
12. Prepares and delivers an annual report of the SRP for the WVSA Annual General Meeting;
13. Prepares and administers the annual SRP budget in coordination with the WVSA Executive Director for approval by the Board;
14. Addresses other matters as provided by the USSF Bylaws and Policies, WVSA Policies and the SRC.

Section 2. The State Youth Referee Administrator (SYRA)—

1. Participates in carrying out the SRP for the WVSA;
2. Chairs meetings of the SRC when the SRA is unavailable;
3. Oversees and assists with the recruitment, retention and development of youth referees on behalf of the SRP;
4. Coordinates the WVSA's referee delegations to US Youth Soccer events;
5. Solicits nominations for and oversees the selection of Young Male and Female Referees of the Year;

6. Assists in recruiting youth referees for WWSA-sponsored events (such as the State League, State Cup, Open Cup and Kohl's Cup) and WWSA-sanctioned competitions;
7. Assists in recruiting youth referees for entry level training clinics;
8. Attends appropriate USSF and US Youth Soccer meetings and workshops;
9. Serves as liaison between the US Youth Soccer Association and the SRC;
10. Addresses other matters as provided by the USSF Bylaws and Policies, WWSA Policies and the SRC.

Section 3. The State Director of Referee Instruction (SDI) —

1. Participates in carrying out the SRP for the WWSA;
2. Oversees and directs all referee and related training within the WWSA, including but not limited to coordinating the provision of new, recertification and upgrade clinics for referees, instructors, assessors and assignors, as well as other clinics provided by the WWSA SRP, State instructor and USSF National Referee Coaching staff;
3. Develops statewide curriculum standards, in cooperation with the SRC and in accordance with authoritative USSF training materials, for Grade 9, 8, 7 and 6 referee clinics;
4. Supervises, evaluates, develops and oversees the dismissal or recertification and promotion of the instructional staff of the SRP;
5. Cooperates with the SRA to communicate appropriate information and guidance to the instructional staff of the SRP;
6. Reviews and, when appropriate, approves the assignment of out-of-state instructors within the jurisdiction of the WWSA or SRP instructional staff beyond the jurisdiction of the WWSA in accordance with USSF and SRP guidelines;
7. Assists the State Director of Assessment (SDA) upon request in matters related to instruction, interpretation and application of the Laws of the Game within the jurisdiction of the WWSA on matters not otherwise addressed by FIFA or USSF;
8. Interprets the Laws of the Game within the jurisdiction of the WWSA on matters not otherwise addressed by FIFA or USSF;
9. In cooperation with the SRC, develops the annual agenda for referee recertification clinics within WWSA;
10. Addresses other matters as provided by the USSF Bylaws and Policies, WWSA Policies and the SRC.

Section 4. The State Director of Referee Assessment (SDA) —

1. Participates in carrying out the SRP for the WWSA;
2. Oversees and directs all referee assessment, mentoring and development of the SRP within the WWSA and in accordance with guidance offered by the USSF;
3. Supervises, evaluates, develops and oversees the dismissal or recertification and promotion of the assessment staff of the SRP;
4. Assists with the provision of Assessor clinics on behalf of the SRP;
5. Cooperates with the SRA to communicate appropriate information and guidance to the instructional staff of the SRP;
6. Reviews and, when appropriate, approves requests for out-of-state assessments by referees registered to the WWSA and for assessments done by out-of-state assessors within the jurisdiction of the WWSA;
7. In cooperation with the SYRA, coordinates the WWSA's assessor delegations to US Youth Soccer events;
8. In conjunction with the SRC and according to the guidance of the USSF, develops and communicates the referee upgrade processes and procedures established by the USSF and the SRP;
9. Provides information on referee evaluations and assessments useful to the State Director of Assessment for assignment of referees to WWSA-sponsored events;
10. Addresses other matters as provided by the USSF Bylaws and Policies, WWSA Policies and the SRC.

Section 5. The State Director of Referee Assignment —

1. Participates in carrying out the SRP for the WWSA;
2. Oversees and directs referee assignors within the jurisdiction of the WWSA and according to the guidance offered by the SRP and USSF;
3. In conjunction with the SDI, provides for training of new and recertifying referee assignors;
4. Serves as liaison to referee assignors working for leagues within the jurisdiction of the WWSA;
5. Cooperates with the SRA to inform referee assignors on matters of USSF and SRP assignment policy, such as the order of priority of games;
6. Adjudicates conflicts regarding referee assignments, such as the order of priority of games, when needed;
7. Assigns and/or recruits assignors for matches of WWSA Cups and regional leagues that are played within West Virginia, such as the US Youth Soccer Region 1 Eastern Regional League;
8. Ensures the periodic distribution of lists of WWSA registered referees to WWSA-registered referee assignors;
9. Nominates assignors for approval of the SRC for use in WWSA sponsored league and cup competitions;
10. Addresses other matters as provided by the USSF Bylaws and Policies, WWSA Policies and the SRC.

Policy 301 – Finance

Section 1. The fiscal year shall correspond with that of the WVSA.

Section 2. The WVSA shall provide for fiscal controls and accounting procedures, consistent with generally accepted accounting principles, it considers appropriate to ensure the prudent use, proper disbursement, and accurate accounting of all money of the SRP, including having a review or audit of the accounts of the SRP conducted periodically. All funds of the SRC shall be deposited in the WVSA general account.

Section 3. The SRA, with assistance from the other SRC officers, shall prepare a proposed annual budget for the SRP. The proposed budget shall be submitted to the SRC not later than August 1st of each year for its approval. On approval of the budget by the SRC, copies of the budget shall be provided to the State Association for approval and inclusion with the WVSA budget.

Policy 302 – Travel Expenses

Section 1. It is the policy of the SRP that persons carrying out activities for the SRP should not be penalized by nor profit from carrying out those activities.

Section 2. The SRC is empowered to develop Travel and Reimbursement Procedures in accordance with the WVSA Administrative Rule Book and the approval of the WVSA Board.

Policy 401 – Approval

This policy shall become effective upon a majority vote of the WVSA Board of Directors.

Policy 402 – Amendments

Section 1. This policy may be amended by majority vote of the WVSA Board of Directors or Membership.

Section 2. Appendixes may be updated to reflect current staffing and calendars without Board approval.

Section 3. Appropriate procedures, requirements, directives and guidance may be developed, approved and promulgated by the SRC pursuant to these policies and as necessary to fulfill the mission and operations of the SRP without requiring WVSA Board approval.

Policy 403 – Supremacy of USSF and WVSA Policies

Relevant policies of the USSF and of the WVSA supersede those of the WVSA SRP when they are in conflict.

West Virginia Soccer Association
State Referee Program
Procedures

Procedure 202.1.1 – Job Descriptions for State Referee Committee Officers

STATE REFEREE ADMINISTRATOR

Title: State Referee Administrator (SRA)

Function: To carry out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the West Virginia Soccer Association (WVSA), and to carry out the Referee Program of the United States Soccer Federation (USSF) through the SRP.

Requirements: Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials. The SRA may be a member of the Board of Directors or Executive Committee of the State Association but may not be the president or chief officer of the State Association.

Appointment: The State Association appoints the SRA with the concurrence of the USSF.

Term: The SRA is appointed for a term of two years and may be re-appointed. Each term begins on January 1 of each even-numbered year.

Reports: The SRA reports to the WVSA Board of Directors and to the USSF Referee Program.

Responsibilities: The SRA—

1. Chairs the SRC;
2. Has overall supervisory responsibility for carrying out the programs and directives of the SRP;
3. Oversees investigations of misconduct toward and by game officials in accordance with policies of the USSF and of the WVSA;
4. Oversees the annual USSF registration of referees, instructors, assessors and assignors;
5. Oversees the provision of fitness tests for referee grades / levels as required by the USSF and WVSA Referee Programs;
6. Represents the needs of the WVSA SRP and serves as liaison to the USSF Referee Program;
7. Is responsible for the operations and administration of the SRP and supervises the SRC officers, including the SYRA, SDI, SDA and the State Director of Assignment;
8. Recommends aspiring referees to regional and national level referee identification and development events, as appropriate;
9. Identifies and supports promising national referee candidates to the USSF;
10. Submits necessary reports to and responds to inquiries of the USSF Referee Program, including annual orders of supplies for the SRP (e.g., badges and books);
11. Communicates with referees, instructors, assessors and assignors concerning relevant matters, including but not limited to calls for referees, referee development opportunities, clinic availability and USSF or WVSA guidance, directives and position papers;
12. Prepares and delivers an annual report of the SRP for the WVSA Annual General Meeting;
13. Prepares and administers the annual SRP budget in coordination with the WVSA Executive Director for approval by the Board;
14. Addresses other matters as provided by the USSF Bylaws and Policies, WVSA Policies and the SRC.

STATE YOUTH REFEREE ADMINISTRATOR

Title: State Youth Referee Administrator (SYRA)

Function: To assist in carrying out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the State Association of West Virginia Soccer Association, and to assist with carrying out the National Referee Development Program of the United States Soccer Federation through the SRP.

Requirements: Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials. The SYRA may be a member of the Board of Directors or Executive Committee of a State Association but may not be the president or chief officer of a State Association.

Appointment: The State Association on the recommendation of the State Referee Administrator (SRA) appoints The SYRA.

Term: The SYRA is appointed for a term of two years and may be re-appointed. Each term begins on January 1 of each odd-numbered year.

Reports: The SYRA reports to the SRA.

Responsibilities: The SYRA—

1. Participates in carrying out the SRP for the WVSA;
2. Chairs meetings of the SRC when the SRA is unavailable;
3. Oversees and assists with the recruitment, retention and development of youth referees on behalf of the SRP;
4. Coordinates the WVSA's referee delegations to US Youth Soccer events;
5. Solicits nominations for and oversees the selection of Young Male and Female Referees of the Year;
6. Assists in recruiting youth referees for WVSA-sponsored events (such as the State League, State Cup, Open Cup and Kohl's Cup) and WVSA-sanctioned competitions;
7. Assists in recruiting youth referees for entry level training clinics;
8. Attends appropriate USSF and US Youth Soccer meetings and workshops;
9. Serves as liaison between the US Youth Soccer Association and the SRC;
10. Addresses other matters as provided by the USSF Bylaws and Policies, WVSA Policies and the SRC.

STATE DIRECTOR OF REFEREE INSTRUCTION

Title: State Director of Referee Instruction (SDI)

Function: To carry out the National Referee Instructional Program for the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the West Virginia Soccer Association, Inc.

Requirements: Be a registered and active USSF Referee Instructor (Grade 7, 5 or 3). Be skilled in training, developing and mentoring referee instructors.

Demonstrated competency in—

- (1) Planning, designing, implementation, and administration, including the ability to bring projects to a conclusion.
- (2) Instructing and training.
- (3) Knowledge of the Laws of the Game, including referee procedures, techniques, and mechanics.

Appointment: The State Association on the recommendation of the State Referee Administrator (SRA) appoints The SDI.

Term: The SDI is appointed for a term of two years and may be re-appointed. Each term begins on January 1 of each odd-numbered year.

Reports: The SDI reports to the SRA.

Responsibilities: The SDI—

1. Participates in carrying out the SRP for the WVSA;
2. Oversees and directs all referee and related training within the WVSA, including but not limited to coordinating the provision of new, recertification and upgrade clinics for referees, instructors, assessors and assignors, as well as other clinics provided by the WVSA SRP, State instructor and USSF National Referee Coaching staff;
3. Develops statewide curriculum standards, in cooperation with the SRC and in accordance with authoritative USSF training materials, for Grade 9, 8, 7 and 6 referee clinics;
4. Supervises, evaluates, develops and oversees the dismissal or recertification and promotion of the instructional staff of the SRP;
5. Cooperates with the SRA to communicate appropriate information and guidance to the instructional staff of the SRP;
6. Reviews and, when appropriate, approves the assignment of out-of-state instructors within the jurisdiction of the WVSA or SRP instructional staff beyond the jurisdiction of the WVSA in accordance with USSF and SRP guidelines;
7. Assists the State Director of Assessment (SDA) upon request in matters related to instruction, interpretation and application of the Laws of the Game within the jurisdiction of the WVSA on matters not otherwise addressed by FIFA or USSF;
8. Interprets the Laws of the Game within the jurisdiction of the WVSA on matters not otherwise addressed by FIFA or USSF;
9. In cooperation with the SRC, develops the annual agenda for referee recertification clinics within WVSA;
10. Addresses other matters as provided by the USSF Bylaws and Policies, WVSA Policies and the SRC.

STATE DIRECTOR OF REFEREE ASSESSMENT

Title: State Director of Referee Assessment (SDA)

Function: To carry out the National Referee Assessment Program for the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the State Association of Virginia Soccer Association, Inc

Requirements: Be a registered and active USSF Referee Assessor (Grade 7, 5 or 3). Be skilled in training, developing and mentoring referee assessors.

Demonstrated competency in—

(1) Administration, programs planning, and program implementation.

(2) Referee assessment.

(3) The ability get along with officials of referee administration at the local, State Association, regional, and national levels.

Appointment: The State Association on the recommendation of the State Referee Administrator (SRA) appoints The SDA.

Term: The SDA is appointed for a term of two years and may be re-appointed. Each term begins on January 1 of each odd- numbered year.

Reports: The SDA reports to the SRA.

Responsibilities: The SDA—

1. Participates in carrying out the SRP for the WVSA;
2. Oversees and directs all referee assessment, mentoring and development of the SRP within the WVSA and in accordance with guidance offered by the USSF;
3. Supervises, evaluates, develops and oversees the dismissal or recertification and promotion of the assessment staff of the SRP;
4. Assists with the provision of Assessor clinics on behalf of the SRP;
5. Cooperates with the SRA to communicate appropriate information and guidance to the instructional staff of the SRP;
6. Reviews and, when appropriate, approves requests for out-of-state assessments by referees registered to the WVSA and for assessments done by out-of-state assessors within the jurisdiction of the WVSA;
7. In cooperation with the SYRA, coordinates the WVSA's assessor delegations to US Youth Soccer events;
8. In conjunction with the SRC and according to the guidance of the USSF, develops and communicates the referee upgrade processes and procedures established by the USSF and the SRP;
9. Provides information on referee evaluations and assessments useful to the State Director of Assessment for assignment of referees to WVSA-sponsored events;
10. Ad dresses other matters as provided by the USSF Bylaws and Policies, WVSA Policies and the SRC.

STATE DIRECTOR OF REFEREE ASSIGNMENT

Title: State Director of Referee Assignment

Function: To coordinate the work of referee assignors registered with the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the State Association of West Virginia Soccer Association.

Requirements: Be a registered and active USSF Referee Assignor (Grade 8). Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials, including assignors. Working knowledge of needs of assignors and assignment of referees.

Appointment: The State Association on the recommendation of the State Referee Administrator (SRA) appoints The State Director of Referee Assignment.

Term: The State Director of Referee Assignment is appointed for a term of two years and may be re-appointed. Each term begins on January 1 of each even-numbered year.

Reports: The S State Director of Referee Assignment reports to the SRA.

Responsibilities: The State Director of Referee Assignment —

1. Participates in carrying out the SRP for the WVSA;
2. Oversees and directs referee assignors within the jurisdiction of the WVSA and according to the guidance offered by the SRP and USSF;
3. In conjunction with the SDI, provides for training of new and recertifying referee assignors;
4. Serves as liaison to referee assignors working for leagues within the jurisdiction of the WVSA;
5. Cooperates with the SRA to inform referee assignors on matters of USSF and SRP assignment policy, such as the order of priority of games;
6. Adjudicates conflicts regarding referee assignments, such as the order of priority of games, when needed;
7. Assigns and/or recruits assignors for matches of WVSA Cups and regional leagues that are played within West Virginia, such as the US Youth Soccer Region 1 Eastern Regional League;
8. Ensures the periodic distribution of lists of WVSA registered referees to WVSA-registered referee assignors;
9. Nominates assignors for approval of the SRC for use in WVSA sponsored league and cup competitions;
10. Addresses other matters as provided by the USSF Bylaws and Policies, WVSA Policies and the SRC.

Procedure 202.1.2 – Certification and Recertification Requirements

1. The SRC shall develop and revise as necessary the certification and recertification requirements for all grades of the following positions registered at the state level:

- A. Referee
- B. Futsal Referee
- C. Assessor
- D. Assignor
- E. Instructor
- F. Emeritus Grades
- G. Any other pertinent positions as they become relevant to the SRP

2. The certification and recertification requirements will abide by U.S. Soccer Federation Referee Program requirements and guidelines, as appropriate.

3. The SRC will post the certification and recertification requirements to the State Referee Program website (www.wvsareferees.org) to make them publically available.

Procedure 202.1.3 – Participating Outside State of Registration

Referees, instructors and assessors from other states and countries may be invited to participate in USSF referee activities held in West Virginia. The State Referee Program strongly encourages this practice as it brings increased value to the players, referees and spectators at these events.

Similarly, referees, instructors and assessors from West Virginia may travel to other states to participate in USSF referee activities. Again, the State Referee Program supports such travel as it increases the experience of referees, instructors and assessors from West Virginia and often assists programs in other states.

1. Referee / Instructor / Assessor in good standing -- A WVSA referee, instructor or assessor must meet the following criteria to be considered in good standing with the WVSA SRP and thereby eligible to accept assignments and participate in USSF affiliated activities outside of their state of registration:

- H. Current badge year registration with USSF;
- I. Completion of concussion / head injury training requirement, as determined by the SRC;
- J. Completion of risk management application requirement, as determined by the SRC;
- K. Be faithful to prior assignment commitments within West Virginia, unless released by that WV competition's referee assignor;
- L. Not be the current subject of an investigation of Misconduct by Game Officials under WVSA Administrative Rule Book Chapter 4 or USSF Policy 531-10;
- M. Not be the current subject of any sanctions resulting from Misconduct by Game Officials under WVSA Administrative Rule Book Chapter 4 or USSF Policy 531-10.

2. Referees

- A. All referees, instructors and assessors registered to WVSA have the SRP's permission to travel and work USSF affiliated matches outside of West Virginia provided they are in good standing with the WVSA SRP and have met all requirements related to their registration with the USSF and the WVSA SRP as outlined in Procedure 1.c.1.
- B. Referees, instructors and assessors needing confirmation of good standing with the WVSA SRP in response to requests from out-of-state assignors, SDIs or SDAs may request that confirmation from:
 - 1) For referees – the SRA
 - 2) For instructors – the SDI
 - 3) For assessors – the SDA
- C. Any referee assignor using out-of-state referees for competitions within West Virginia is responsible for verifying the USSF registration and home state good standing status of those referees. Referee assignors should contact the SRA of the referee's home state association for such verification.

3. Instructors

- A. Instructors registered with WVSA who travel to another state to conduct or participate in clinics should obtain approval of the WVSA SDI and the SDI in the state where the instruction will occur. Any clinic given by an instructor without these permissions could be considered to be invalid for purposes of certification, recertification or upgrade.
- B. Instructors registered with other state associations who conduct or participate in clinics within West Virginia should obtain approval of the WVSA SDI and the SDA in the instructor's state of registration. Any clinic given by an instructor without these permissions could be considered invalid for purposes of certification, recertification or upgrade.
- C. The purpose of this procedure is not to restrict training but rather as a matter of courtesy to ensure that all such activities are coordinated and publicized and that the appropriate SDIs are aware.

4. Assessors

- A. Assessors registered with WWSA who travel to another state to conduct assessments should obtain approval of the WWSA SDA and the SDA in the state where the assessment will occur. Any assessment given by an assessor without these permissions could be considered to be invalid for purposes of upgrade or maintenance.
- B. Assessors registered with other state associations who conduct assessments of West Virginia referees within West Virginia should obtain approval of the WWSA SDA and the SDA in the assessor's state of registration. Any assessment given by an assessor without these permissions could be considered invalid for purposes of upgrade or maintenance.
- C. The purpose of this procedure is not to restrict mentoring and referee development but rather as a matter of courtesy to ensure that all such activities are coordinated and that the appropriate SDAs are aware.

Procedure 202.1.4 – WVSA Fees Associated with Registration & Upgrades

Referees of all grades shall pay a modest administrative fee above the annual USSF registration fee in order to provide for administrative overhead associated with support given to the SRP by the WVSA, including but not limited to staff time, office & storage space as needed, postage, risk management background checks, etc.

1. Referee & Futsal Referees (all grades)

- A. \$5 annually if paid between July 1 and December 31 for the following badge year
- B. \$10 annually if paid between January 1 and June 30 of the current badge year

2. Instructors (all grades)

- A. Instructors will not be required to pay administrative fees above the USSF annual registration fees
- B. The SRP will pay annual USSF instructor registration fees for instructors who meet the following criteria:
 - 1) Are registering for their first year as an instructor or meet annual instructor recertification requirements by December 31 for the following badge year
 - 2) Adhere to procedures for scheduling, promoting, conducting and reporting on clinics
 - 3) Decline compensation for all certification and recertification clinics conducted on behalf of WVSA member leagues

3. Assessors (all grades)

- A. Assessors will not be required to pay administrative fees above the USSF annual registration fees
- B. The SRP will pay annual USSF assessor registration fees for assessor who meet the following criteria:
 - 1) Are registering for their first year as an assessor or meet annual assessor recertification requirements by December 31 for the following badge year
 - 2) Adhere to procedures for conducting and documenting a minimum number of **X** assessments during the prior badge year (for recertifying assessors)

Procedure 202.1.5 – Risk Management Application Process for Referees

1. All referees, futsal referees, assignors, assessors, instructors and State Referee Committee members will submit a risk management application and undergo a criminal background check on the same schedule and using the same process as required of coaches to register with the WV Soccer Association.
2. Referees may opt out of the WVSA Risk Management process by having their own criminal background check run by an independent law enforcement agency, such as a county sheriff's office or the state police, and providing the results to the WV State Referee Administrator (SRA).

Procedure 202.3.1 – Scheduling and Conducting New and Recertification Referee Classes

1. Instructor eligibility requirements
Xxxx
2. Instructor pay
 - (a) Instructors may require payment as follows:
 - (1) New referee clinic: \$120
 - (2) Recertification clinic: \$60
 - (b) Instructors may elect to waive all or part of these clinic fees
 - (c) Expenses are to be paid in addition to the above fees travel, hotel, etc.
 - (d) The local club / league / association is responsible for the instructor's fees. All classes must be coordinated between the instructors and the local organization. Recruitment of referees and advertisement of the class is the responsibility of the local organization. Due to the size of local organizations, the minimum number of students will be determined by the local organization. Local organizations are encouraged to coordinate classes for multi county areas when possible to reduce the class load and reduce expense of the program.

Procedure 202.3.2 – Referee Training Curriculum Standards

NOTES:

1. Allow both Grade 9 or Grade 8 as entry level clinics, or standardize on Grade 9 for all entry level?
2. Allow instructors option of solely in-class, solely online or hybrid approach, as consistent with USSF Referee Program directives?
3. Develop standard curriculum for Grade 9 to 8 Upgrade? Grade 8 to 7 upgrade?

Procedure 202.3.6 – Referee Upgrade Procedures

1. The SRC will develop and revise as necessary the procedures required for referees seeking upgrades in accordance with the certification and recertification requirements for the desired grade.
2. The SRC will post the upgrade procedures to the State Referee Program website (www.wvsareferees.org) to make them publically available.

Procedure 202.3.8 – Assignment and Compensation for Assessments

1. Assignment of Assessors for Upgrade and Maintenance Assessments -- Assessor assignments for all upgrade and maintenance assessments must be approved in advance by the SDA.
2. Assessment Fee
 - A. The assessment fee will be equal to the match fee for the referee in the game being assessed. This fee will be the same regardless of the official requesting the assessment is attempting to fulfill a maintenance or an upgrade field evaluation requirement.
 - B. The assessment fee and any reimbursement for the assessor's travel are paid by the referee being assessed to the assessor by mutual arrangement made prior to the match, including contingencies, such as in the event that a match is not played.
 - C. Reports of delinquent fees owed by a referee to an assessor should be submitted to the SDA. Assessments with delinquent fees may not be considered for referee upgrades or grade maintenance.
 - D. Reports of delinquent documentation by an assessor should be submitted to the SDA who will review them and, where appropriate, may levy sanctions or penalties against the assessor.
3. Assessments at WWSA-Hosted Competitions (Cup Games, WV State League, etc.) -- WWSA and the Cup Committee have supported assessments at WWSA events, including state league matches and cup games, by paying assessors at the referee game fee rate, provided that any required forms for development and guidance assessments or online submission to the USSF (e.g., GameOfficials.net) for upgrade and maintenance assessments is completed in a timely manner. This practice will continue based on availability of assessors and funds.
4. Documentation of Upgrade and Maintenance Assessments -- All upgrade and maintenance assessments must be documented in the U.S. Soccer online assessment system (e.g., GameOfficials.net)

Procedure 202.3.9 -- Concussion and Head Injury Training Requirements

1. Referees will undergo training to be able to identify signs and symptoms of a possible concussion on an annual basis.
2. This concussion awareness training will include a module that leads to a certification of completion, such as:
 - A. The Centers for Disease Control and Prevention's (CDC)'s "Heads Up! Concussion in Youth Sports" (www.cdc.gov/concussion/HeadsUp/Training)
 - B. The National Federation of High Schools (NFHS) "Concussion in Sports" (www.nfhslearn.org)
3. Referees shall generate and retain their own certificate of completion following these training modules and will produce it upon request.

Procedure 302.1 – Procedure for SRP Travel Reimbursement

1. Payment by State Office Only -- All payments for travel and other reimbursable expenses will be paid through the WVSA Office by check. No payment will be made from cash funds at an event or program.
2. Reimbursement Request Form -- The WVSA Office may provide and require the use of a reimbursement request form.
3. Original Receipt Requirement -- All reimbursements (except for mileage) must be submitted with an original receipt in order to be reimbursed. For amounts of \$25 or less, when no receipt can be obtained, the person must submit a personal, signed statement indicating the date, amount, and nature of the expenditure made by that person.
4. Meal Expense -- Costs of meals plus tips may not exceed the amount currently allowed by WVSA policies at the time of the travel. Alcohol is not a reimbursable expense. Exceptions from these maximums may be made on an individual basis subject to the approval of the SRA and WVSA.
5. Air Travel -- Air travel will be at the lowest coach class airfare available to the destination. Air travel arrangements are to be made as far in advance of the date of travel as is possible under the circumstances to ensure the lowest possible fare. All air travel should be made by or in consultation with the SRA and the WVSA office.
6. Mileage -- Reimbursement for mileage is at the WVSA allowance rate in effect at the time of the travel. Reimbursement is not authorized and will not be paid for mileage that is less than a 50-mile radius from the traveler's home. Mileage reimbursement may not exceed the lowest coach class airfare to the place of destination.
7. Rental Car -- Prior to rental of a car, consideration should be given to its required use and other transportation alternatives. The use of rental cars is encouraged when the cost of a rental car is less than the cost of mileage or other means of transportation, such as airport limousines or taxis. The person may only rent an economy or compact-sized car, except when three or more individuals are traveling together and using the car. Itemized rental receipts and payment receipts are required.
8. Timely Submission -- The WVSA Office must receive all required documentation within 45 days from the date the expenses are incurred. However, expenses incurred in August should be received at the Office no later than September 15th due to the end of the fiscal year.
9. Payment for Expenses of Other Persons -- Expenses incurred for other persons should only be for persons eligible for reimbursement from the SRP and who have not been submitted on any other reimbursement request.
10. Approval -- Only the State Referee Administrator (SRA) and the WVSA President or Executive Director have approval authority.
11. Payment -- On receiving the approval of a request, a check will be issued by the State Office.
12. Denied Request -- A Reimbursement Request form that is denied will be returned by the State Office to the person submitting the form.