

South Texas Soccer Referees (STSR)



Referee Handbook

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Referee Handbook

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June 2006

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ADMINISTRATION

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DISTRICT CONTACTS

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HEARING COMMITTEE

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1.1 STSR REFEREE DEVELOPMENT PROGRAM POLICIES AND PROCEDURES:

1.1.1 General Information

The Referee Development Program (RDP) serving both the South Texas Youth Soccer Association (STYSA) and Texas Sate Soccer Association – South (TSSAS) is formed as per the USSF policy. The Program will offer an opportunity for every referee, instructor, assessor and assignor candidate to receive instruction and training as well as a plan for growth and development.

Administration, testing, instruction, assessment and development shall follow the criteria suggested by the USSF National Referee Committee as described in the current USSF Referee Administration Handbook, National Referee Program Manual, USSF Official Administrative Rule Book, and USSF memos updating policy and procedures. The STYSA/TSSAS State Referee Committee may require additional criteria, as specified by USSF procedures, for upgrade and recertification.

For the purpose of administration, instruction and assessment, the State shall be subdivided into five (5) Development Districts

District 1 Houston area

District 2 San Antonio area

District 3 Austin area

District 4A -- Corpus Christi/McAllen area

District 4B -- Rio Grande Valley

District 5 El Paso area

The Referee Development Program shall have in each of these Districts trained personnel representing administration, instruction, assessment and assignment. They shall be engaged in those activities in their respective areas.

The Program will consist of:

Referee Testing

Referee Instruction

Referee Assessment

Referee Planned Growth and Development

1.1.2 State Referee Committee

The STSR State Referee Committee is composed of the following members:

State Referee Committee Chair (SRCC)
State Referee Administrator (SRA)
State Youth Referee Administrator (SYRA)
State Director of Instruction (SDI)
State Director of Assessment (SDA)
State Assignor Coordinator (SAC)
District 1 Representatives
District 2 Representative
District 3 Representative
District 4A and B Representative s
District 5 Representative

The State Referee Committee responsibilities include the following:

1. Planning and development of the referee program in the State Association's jurisdictional area.
2. Development of an operational budget.
3. Development and presentation of an operating budget.
4. Consideration of requests to temporarily waive instruction, registration, and assessment requirements. Only requests for a waiver presented to the committee in writing, with all supporting documentation, will be considered.

1.1.2.1 Administration

1. The State Referee Committee shall have three votes on the TSSAS State Council.
2. Each District shall have one or more Area Referee Registration Administrators, District Director of Instruction, District Director of Assessment and Area Administrators as required.

1.1.3 Appointed Positions

Individual must be registered with the USSF in some referee category (e.g., referee, assessor, assignor or instructor).

No individual may hold more than one appointed position at the same time. Individuals appointed to new positions must relinquish other referee positions within one month.

All appointed positions shall be reviewed annually.

1.1.3.1 Chair - State Referee Committee (SRCC)

Appointment

The SRA serves as the Chair of the SRC

Responsibilities

1. Chairs State Referee Committee.
2. Reports to the TSSAS and STYSA Presidents.
3. Oversees the Instruction, Assessment, Assignor and Administration Programs.
4. Recommends individuals to be appointed to referee program administration positions.
5. Responsible for all communication with the USSF Office and Referee Committee in reference to Referee Development Program.
6. Submits semi-annual and annual reports on the referee program to STYSA and the TSSAS Board of Directors (BOD).
7. Responsible for the State Referee Development Program
8. Processes complaints filed against any USSF-registered referee, assessor, instructor or assignor in STYSA/TSSAS jurisdiction and determines action to be taken. Additional action may require forwarding the complaint to an Ad Hoc Ethics & Grievance Committee as prescribed in the USSF Referee Administration Handbook and USSF Official Administrative Rule Book.

1.1.3.2 State Referee Administrator (SRA)

Appointment

1. As per USSF policy: Appointed by the Texas State Soccer Association – South (TSSAS) President and South Texas Youth Soccer Association (STYSA) President with the advice of the State Referee Committee. Serves for a period of two years and may be reappointed.
2. Shall be subject to an annual performance evaluation conducted by the SRC.

Responsibilities

1. Reports to Presidents of STYSA and TSSAS.
2. Responsible for administrative tasks of the State Referee Development Program.
3. Keeps a current database of all referee, instructor, assessor and assignor registrations for TSSAS.
4. Serves as the records manager for the State Referee Committee.
5. Ensures all USSF and State requirements are met prior to registering any referee, instructor, assignor or assessor.

6. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.

1.1.3.3 State Youth Referee Administrator (SYRA)

Appointment

1. Appointed by the South Texas Youth Soccer Association (with the input from the State Referee Committee Chair (SRCC)).
2. Shall be subject to an annual performance evaluation conducted by the STYSA BOD. Serves for a period of two years and may be reappointed.

Responsibilities

1. Serves as liaison between South Texas Youth Soccer Association and the State Referee Committee.
2. Coordinates state-sponsored youth related referee activities with the appropriate referee program director and the State Referee Committee.
3. Submits semi-annual and annual report to STYSA.
4. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.

1.1.3.4 State Director of Instruction (SDI)

Appointment

1. Appointed by State Referee Administrator.
2. Shall be subject to an annual performance evaluation conducted by the SRC. Serves for a period of two years and may be reappointed.

Responsibilities

1. Reports to State Referee Committee Chair/SRA.
2. Responsible for implementing State Referee Development Committee programs.
3. Responsible for establishing training programs that are in compliance with USSF policy.
4. Responsible for ensuring instructors are provided periodic training.
5. Responsible for evaluation of referee instructors and recommendation for recertification and/or promotions.
6. Responsible for overall administration of the STSR Referee Instruction Program.

7. Responsible for the appointment of individuals to serve in each District.
8. Responsible to recommend an individual to establish and monitor an instruction program for non-English speaking referee development, as required.
9. Responsible for the recommendation of an individual to serve as the Director of Indoor Instruction, as required.
10. Processes all paperwork in a timely manner.
11. Ensures that periodic clinics, a minimum of one per year, are held in all districts coordinated and administered by the District Instructors.
12. Holds or sponsors advanced-instruction clinics as the need arises. Clinics are to include, but are not limited to referees, instructors, and assignors from entry through advanced levels.
13. Responsible for the verification of instruction to the SRA.
14. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.

1.1.3.5 State Director of Assessment (SDA)

Appointment

1. Appointed by the State Referee Administrator with the approval of the National Director of Assessments. Serves for a period of two years and may be reappointed.
2. Shall be subject to an annual performance evaluation conducted by the SRC.

Responsibilities

1. Reports to State Referee Committee Chair/SRA.
2. Implements and administers the STSR Referee Assessment Program as directed by USSF.
3. Responsible for the verification of assessments to the SRA.
4. Responsible for evaluation of referee assessors and recommendation for recertification and/or promotion.
5. Responsible for appointment of individuals to serve in each District.
6. Keeps complete records of all referee assessments by referee and assessor.
7. Responsible for implementing State Referee Development Committee programs.
8. Processes all paperwork in a timely manner.

9. Hold or sponsor training clinics for assessors to ensure the availability and advancement of assessors.
10. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.

1.1.3.6 State Assignor Coordinator (SAC)

Appointment

1. As per USSF policy: Appointed by the Texas State Soccer Association – South President and South Texas Youth Soccer Association President with the advice of the State Referee Committee. Serves for a period of two years and may be reappointed.
2. Shall be subject to an annual performance evaluation conducted by the SRC.

Responsibilities:

1. Reports to State Referee Administrator.
2. Implements and administers the Referee Assignor Program as directed by TSSAS/STYSA/USSF.
3. Process all paperwork in a timely manner.
4. Hold or sponsor training clinics for assignors to ensure the availability and advancement of assignors.
5. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.

1.1.3.7 District Representative

Appointment

1. Appointed by State Referee Administrator
2. Reviewed by the State Referee Committee.
3. Shall be subject to an annual performance evaluation conducted by the SRC.

Responsibilities

1. Represents their appropriate area at all State Referee Committee meetings and functions with full voting rights.
2. Assigned tasks as needed by the SRA

1.1.3.8 Area Referee Registration Administrator (ARRA)

Appointment

1. Appointed by State Referee Administrator.
2. Shall be subject to an annual performance evaluation conducted by the SRA and SRC.

Responsibilities

1. Reports to State Referee Administrator.
2. Responsible for processing registration of referees within his/her area, and sending them to the SRA.
3. Responsible for coordinating and assisting the District Director of Referee Instruction or (DDRI) or Area Director of Referee Instruction (ADRI) in scheduling written and physical tests for his/her area of responsibility.

1.1.3.9 District Director of Referee Instruction (DDRI)

Appointment

1. By the State Director of Instruction with consultation of the State Referee Committee
2. Shall be subject to an annual performance evaluation conducted by the SDI.

Responsibilities

1. Reports to the State Director of Instructor.
2. Implements programs as directed by the STSR/USSF Referee Instruction Program.
3. Directs and plans the instruction program within his/her District.
4. Assists the State Director of Instruction in the development of Area Instructors and their training.
5. Coordinates the instruction clinics organized by the Areas Instructors.
6. Assists the SDI in the development of a budget for the Instructional Program for the following year.
7. Processes all paperwork in a timely manner.

1.1.3.10 Area Director Referee Instructor (ADRI)

Appointment

1. By the SDI

2. Shall be subject to an annual performance evaluation conducted by the SDI.

Responsibilities

1. Reports to the District Director of Referee Instruction and the State Director of Instruction.
2. Implements programs within his/her Area as directed by the STSR/USSF Referee Instruction Program.
3. Schedules and organizes instruction clinics for the Area.
4. Attends advancement instruction clinics when requested.
5. Processes all paperwork in a timely manner.

1.1.3.11 "Lead" Instructor

Appointment

1. By the respective technical director (e.g., DDRI or ADRI) on a per clinic basis.

Responsibilities

1. Pre-registration of candidates on all clinics. This to be done on an individual basis or a sponsoring organization guaranteeing minimum attendance.
2. Coordinates instruction with instructors as approved by the appropriate director.
3. Provides clinics/course feedback analysis to the appropriate director, as applicable. This is to be done in concert with the applicable clinic instructor(s).
4. Processes all paperwork within fourteen (14) days of the end of the clinic/course.
5. Approves clinic-testing results.

1.1.3.12 Director of Non-English Referee Instruction (DNRI)

Appointment

1. By the SDI
2. Shall be subject to a annual performance evaluation conducted by the SDI and SRC

Responsibilities

1. Reports to the State Director of Instructor (SDI).
2. Assists the State Director of Instruction in the development of additional non-English speaking Instructors and their training.

3. Provides an annual budget input to the SDI for the Instructional Program for the following year.

1.1.3.13 Director of Indoor Referee Instruction (*as needed*)

Appointment

1. By the SDI
2. Shall be subject to a annual performance evaluation conducted by the SDI and SRC

Responsibilities

1. Reports to the State Director of Instruction (SDI).
2. Responsible to organize and conduct the instruction program for the indoor referees within the STSR.
3. Coordinates the instruction of clinics with DDRIs to insure no conflict with other clinics being conducted in the same District.
4. Responsible to implement the STSR/USSF Indoor Referee Development program.
5. Develops and trains Area Indoor Referee Instructors.
6. Assists the SDI in the development of a budget for the Instruction Program for the following year.
7. Responsible for the recommendation of District and Area Instructors for indoor clinics.

1.1.3.14 District Director of Referee Assessment (DDRA)

Appointment

1. By the SDA with consultation of the State Referee Committee.
2. Shall be subject to an annual performance evaluation conducted by the SDA and SRC

Responsibilities

1. Reports to State Director of Assessment.
2. Responsible to implement the STSR/USSF Referee Assessment Policies within his/her Area.
3. Directs and delegates referee assessments to other assessors under his/her jurisdiction.

1.1.4 Registration

1.1.4.1 Registration and Testing

1. The administration of registration and testing of referees, instructors, assessors and assignors (up to the state level) shall be coordinated by the responsible state directors.
2. Referee, instructor, assessor and assignor testing will be done at applicable clinics as determined by the responsible technical director.
3. The District and Area Administrators shall conduct the registration of referees in their respective areas and submit completed registration packages to the SRA.
4. Candidates that fail any written state test must wait thirty (30) calendar days before re-testing unless special circumstances approved by the SRA.
5. Instructors approved by the appropriate technical directors will do testing.

1.1.4.2 Referee Registration

1. State Referees, State Emeritus and National Emeritus Referees and below are considered registered when the State Referee Administrator has received and accepted (via signature) their completed registration materials and form(s), including all fees.
2. All requests for Up-Grade are to be sent to the SRA, with the appropriate fees for administration.
3. All 07 Referees are to send their registration to the District Representative, with “Clinic Test Results” for processing.

1.1.4.2.1 Registration Deadline

1. State Referees, State Emeritus and National Emeritus Referees and below must be registered before they begin working games in a calendar year.

1.1.4.2.2 Referee Requirements for Re-Registration at All Levels

1. Each referee must have officiated in at least fifteen (15) STYSA/TSSAS affiliated games using the diagonal system of control in the year prior to registration.
2. At least five (5) of the fifteen games must be on female or COED games. (Grade 7 and above referees)
3. Each referee must have a minimum of five (5) hours of continuing training at the appropriate level.
4. Registered USSF instructors and assessors must conduct all training, testing and assessments.

5. The referee must provide documentation supporting their training, testing, and assessments and the documentation must accompany the referee's registration forms.
6. All grade 07 Referees are required to have successfully completed the USSF required physical and one (1) field evaluation.

1.1.4.2.3 Re-Registration as a State Referee (grade 05 or 06)

1. The referee must be currently registered as a State Referee with the USSF and TSSAS.
2. Attend an STSR-, Region III-, or National-sponsored State Referee Recertification clinic. Partial attendance of instruction modules at State Referee Recertification clinics is not acceptable.
3. Have met the STSR game requirements.
4. Attain a score of seventy-five (75) percent for grade 06 and eighty-five (85) percent for grade 05, on the current USSF State Referee recertification.
5. Successfully completed the USSF State Referee Physical.
6. Must have satisfied the current assessment criteria for recertification (one (1) successful assessment as referee and one (1) as an assistant referee).
7. The SDA/SDI will publish the dates and sites of State Referee testing. This is to include re-testing date(s) and site(s).

1.1.4.3 Assessor Registration

Note: All assessors are to be KidSafe registered.

1.1.4.3.1 Associate Assessor

1.1.4.3.1.1 Entry Level (Provisional)

1. Successfully complete all requirements for associate assessor-level clinic.
2. Must have been a registered referee for a minimum of three years.
3. 20 years of age or older.
4. Must have obtained a minimum referee grade of 07.
5. Must have KidSafe registration

1.1.4.3.1.2 Recertification - Associate Assessor

1. Minimum of five Developmental assessments during the previous year. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment.

2. Attendance and successful completion of an entire annual in-service assessor clinic.

1.1.4.3.2 Referee Assessor

1. Must have obtained a minimum Referee Grade of 07.
2. Must have performed at least fifteen developmental evaluations on grade 07 and grade 08 referees. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used).
3. Recommended by the SDA.
4. One year in grade as Associate Assessor.
5. 21 years of age or older.

1.1.4.3.2.1 Recertification - Referee Assessor

1. Minimum of five assessments in the preceding year, two of which must be at the U-19 level or above. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used).
2. Attendance and successful completion of an entire annual in-service assessor clinic.
3. Approval of the SDA

1.1.4.3.3 State Assessor - Provisional

1. Must have attained a referee grade.
2. Minimum of twenty assessments at U-19 level or above. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used). This criterion may be waived by the NDA for current National and retired National and International Referees based on referee experience.
3. Five assessments at the amateur level.
4. One year in grade as a Referee Assessor.
5. Successfully complete the State Assessor Training Course.
6. Recommendation of the SDA.
7. Must be 25 years of age or older.

1.1.4.3.3.1 Recertification - State Assessor - Provisional

1. Minimum of five assessments at the amateur division one level or higher.
2. Has assessed a minimum of thirty affiliated games (This criterion may be waived by the NDA for current National and retired National and International Referees). Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used).
3. Attendance and successful completion of an entire annual in-service assessor clinic.
4. Approval of the SDA.

1.1.4.3.4 State Assessor

1. Must have attained a referee grade 06.
2. Minimum of thirty assessments at the amateur division one and two level with emphasis on the grade 06 referee. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment.
3. One year in grade as State Assessor -- Provisional.
4. Recommendation of the SDA.
5. Approval of the National Director of Assessment.
6. Must be 25 year of age or older.

1.1.4.3.4.1 Recertification - State Assessor

1. Minimum of five assessments at the amateur division one level or higher. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used).
2. Attendance and successful completion of an entire annual in-service assessor clinic.
3. Approval of the SDA.

1.1.4.4 Instructor Registration

Note: All Instructors are to be KidSafe registered.

1. Each instructor is responsible for providing the required documentation and registration form to the SDI prior to January 1 of the registration year.
2. The DDRI and ADRI are to ensure that each member of his/her staff is registered before allowing that instructor to give any training.

3. Each instructor shall include a list of all instruction sessions given in the previous year with his or her registration package. The list is to include the date of the instruction; the length of the instruction, the subject matter, and the level of instruction presented and who assigned the instruction.
4. A minimum of five hours of instruction shall be required to re-register.

1.1.4.5 Assignor Registration

Note: All assignors are to be KidSafe registered.

1. Each assignor is responsible for providing the required documentation and registration form to the SAC prior to January 1 of the registration year.
2. Where offered, each assignor is required to attend an in-service and fulfill all associated requirements of the in-service.

1.1.5 Instruction Program

1.1.5.1 Procedure for Referee, Assessor, Assignor and Instructor Clinics

1. Each clinic shall be authorized by STSR.
2. The Instructor shall receive \$10 per hour of instruction plus expenses (or *current State Referee Committee fee policy.*)
3. A minimum number of applications for clinics are to be twenty (20) unless prior approval is obtained, in writing (email is acceptable) from the appropriate director.
4. Cost per applicant is to be \$20.00 or as determined by the State Referee Committee and must be paid by check or money order made payable to STSR. This fee is to be set by the State Referee Committee and published at the beginning of the budget year.
5. Any excess income will be held to finance referee development.
6. No clinic registration fee will be charged for individuals receiving recertification training at local referee association meetings if the training: is in blocks of one hour or less; is during different months--only one session per month; instruction fees are paid through STSR by the sponsoring organization; is supported by an original roster of the referees attending each session forwarded to SDI; and is approved by the SDI and coordinated through the local DDRI.

1.1.5.2 Utilization of Instructors

Associate Instructor (Provisional): Entry-level referee instruction clinics (for grades 08 and below) under the supervision of a lead instructor.

Associate Instructor: Entry-level referee instruction clinics (for grades 08 and below).
Recertification clinics (for grades 08 and below) under the supervision of a lead instructor.

Referee Instructor (Provisional): Entry-level referee instruction and recertification clinics as lead instructor (grades 07 and below). Referee upgrade clinics (grades 07 and below) under the supervision of a lead instructor. Entry-level instructor clinics (grade 10) under the supervision of a lead instructor.

Referee instructor: Entry-level referee instruction and recertification clinics as lead instructor (grades 07 and below). Referee upgrade clinics (grades 07 and below). Entry level instructor clinics (grade 10) and instructor recertification clinics (grade 09) under the supervision of a lead instructor.

State Referee Instructor (Provisional): Referee entry level, recertification and upgrade clinics as lead instructor (grades 07 and below). Referee upgrade and recertification clinics (grades 05 and below) under the supervision of a lead instructor. Entry level and upgrade instructor clinics (grade 08 and below) and instructor recertification clinics (grade 08 and below).

State Referee Instructor: Referee entry level, recertification and upgrade clinics (grade 05 and below) as lead instructor. Instructor entry, recertification and upgrade clinics (grade 07 and below) as lead instructor.

National Instructors : All state and national level clinics.

1.1.5.3 Approval of Training Classes

Before training courses are to be approved, the following steps must be taken:

1. Preparation of a course budget to include all expenses to be incurred as follows:
 - a. Projected expenses of applicants, including travel expenses
 - b. Projected rental of all visual aids and classroom expenses
 - c. Projected cost of instructors.
2. Submit a budget to the appropriate state director for approval.
3. Schedule the clinic to meet STSR and USSF requirements.

1.1.5.4 Payment of Instructors

Registered referee instructors are paid a fee for any instruction given. All organizations sponsoring referee instruction should be prepared to pay the instructor for the instruction given. This would include short in-service training provided at organizational meetings. All instruction fees will be paid by check or money order payable to the STSR. The instruction fee will be given to the instructor prior to the beginning of instruction (if payment is by other than STSR).

The State Referee Committee will determine instruction fee annually. Travel expenses will be paid in accordance with STSR policy.

The instructor will be paid the established fee upon receipt of all properly completed instruction paperwork for the instruction by STSR.

The instructor will ensure the check or money order is payable to STSR, process all forms within the specified time - fourteen (14) days, complete a STSR expense form that will serve as a cover for the instruction forms.

1.1.5.5 Policy for Training Courses

STSR Referee Development Program will reimburse up to fifty percent (50%) of the basic room cost, if funds are available. All extras charged to the individual's room are the responsibility of the applicant. For state referees, and those upgrading, in order to be eligible for travel and room cost reimbursement, the referee must pass the physical test (PT) and the referee test at that level commensurate with the referee grade (e.g., grade 06 referee must obtain a grade of 75% or better).

Room occupancy should be a minimum of two per room whenever possible.

Local applicants shall not receive hotel room allocations.

Local instructors shall not receive hotel room allocations (except the lead instructor).

Rooms shall not be charged directly to the STSR.

When applicants travel, travel expenses must be pre-approved by the appropriate state director.

All air travel must be approved in advance.

All meals shall be the responsibility of the applicant.

A nominal fee shall be charged on all courses.

All candidates must pre-register at least thirty days preceding the course starting date, this includes applicable clinic fees.

The appropriate course instructor must receive any pre-clinic assignments within seven days prior to the starting date of the clinic or attendance will be denied and fees not refunded.

1.1.6 Assessment Program

1.1.6.1 Assessments

The following policy is for assessments scheduled for the referee concerned.

The referee is not prohibited from being a member of an officiating crew if an assessment is scheduled for another member of the crew.

Referee Assessments will be limited to one per day.

Different assessors must conduct passing assessments in the Referee position (e.g., the same assessor may not do both required center assessments).

Apparent conflicts of interest will be determined by the SDA and specific recommendations/procedures given.

If a referee fails an assessment, the referee must pass an additional assessment to make up for the failed assignment. If the referee again fails another assessment then the referee must make now past two assessments to make up for the additional failed assessment.

The intent of the wording is this, for example:

- If a referee is required to have one passing assessment and fails one assessment (e.g., a maintenance assessment), the referee still is given the opportunity to pass an assessment on a one-for-one basis. If the referee fails a second assessment, then the referee must successfully pass two assessments to make up for the additionally failed assessment.
- If a referee is required to have two passing assessments and fails one assessment (e.g., upgrade to grade 06), the referee is still given the opportunity to pass an assessment on a one-for-one basis. If the referee fails a second assessment, then the referee must successfully pass two assessments to make up for the additionally failed assessment.
- If a referee is required to have three passing assessments the referee is still given the opportunity to pass an assessment on a one-for-one basis. If the referee fails a second assessment, then the referee must successfully pass two assessments to make up for the additionally failed assessment.

This applies to assessments as Assistant Referees as well as assessments as Referees.

1.1.6.2 Procedure of Obtaining Upgrade or Development Assessments

Registration with the STSR referee development program is required for the referee to be entered into the formal assessment program.

Once registered the referee is responsible for their availability to allow for assessment. The

referee should work with the referee assignor and appropriate director of referee assessment. Such director of assessment will determine the sequence of rotation of assessments.

Upon receiving an appropriate assignment the referee should notify the DDRA or SRA (grade 5 upgrades) of the assignment. The DDRA will then determine the scheduling of the assessment.

1.1.6.3 Referee Assessment Payment Procedure

Referee Assessments for Referee grades 08 and 07 shall be \$25 or the referee game fee which ever is higher. This does not apply to developmental assessments requested by local youth associations and coordinated with the DDRA. In this case, a minimum of \$20 per assessment is suggested.

Assessment of State Referee grades 06 and above shall be \$40 or the referee game fee which ever is higher.

Assessment fees, check or money order only made payable to STSR shall be collected by the assessor and included in their assessment report to the SDA

Referee Assessors shall receive payment by the STSR after receipt of all required documents properly completed for the Assessment.

All assessment fees will be paid by check or money orders payable to STSR. The assessment fee will be given to the assessor prior to the game.

Assessment fees will be determined by the State Referee Committee annually. Travel expenses will be paid in accordance with STSR Referee Development policy.

Assessors will be paid the established fee upon receipt of all properly completed assessment paperwork for the assessment by STSR.

The assessor will ensure the check or money order is payable to STSR, process all forms within the specified time - seven days for the assessment forms (72 hours via electronic media; e.g., email) and fourteen days for the Expense Report.

1.1.7. Assignor Program

1.1.7.1 Objective

It is the objective of STSR, consistent with USSF that all league and tournament matches (where applicable) sanctioned by the state association are officiated by three qualified referees and that all referees are provided with proper assignments that ensure their development, retention and opportunities for advancement

1.1.7.2 Structure

The Referee Assignor Program consists of four levels of position:

State Assignor Coordinator

State Games Assignor(s)

League Assignors

Tournament Assignors

Assignor Appointment

Referee Assignors should be selected by the playing associations/leagues being served, with the advisement of the SRC. The appointment should be made for a period of at least one year and be based on experience as a referee and/or as an assignor, organization skills, and character. The assignor should be familiar with the process of becoming a registered referee

Only in an emergency may a non-certified or non-registered assignor be used for assignment of affiliated games. In such an emergency, the person doing the assigning has a period of one year from the start of assigning to attend an assigning class and become registered/certified.

1.1.7.4 Referee Assigning Implementation:

A list of currently registered referees will be furnished to certified registered referee assignors by the SAC or SRA. Assignors should review the directory prior to making any assignments and prior to the start of the season.

The referee assignor may not sell or otherwise transmit any directory of registered referees received from the SAC or SRA to any outside third party.

A standardized rating system should be documented by the assignor with updated input from developmental and formal assessments, coaches' reports, mentors, evaluations, the referee, and other input available to the assignor.

Assignors and referees must recognize that officiating where familiarity or family relationships with coaches or players exist should be avoided. Assignors should limit the number of times a referee officiates for any one team or club.

Referees and assistant referees within a given experience/rating group should be rotated on a regular basis among all the assigned leagues and all the teams within a league. No referee should be assigned to any one league or club exclusively. When the assignor is an active referee, the assignor should be designated within a given experience/rating group and be part of the same rotation system of assignment.

Referee Assignors are encouraged to listen to complaints about officials. When the complaint concerns an official who has demonstrated bias, unfair officiating or incompetence, the assignor should direct that complaint be filed in writing to the local or State Referee Administrator. All such reports should be investigated.

In some instances, an assignor may wish to work with the SDA or regional director of assessments to obtain an objective assessment in response to complaints about a referee's performance.

1.1.7.5 Equal Opportunity for Assignment

Referee assignors should offer equal opportunity to all qualified referees and avoid discrimination against any individual or group regardless of age, race, color, religion, sex, national origin or disability.

1.2 FINANCIAL PROCEDURES

The STSR Referee Development Program shall be responsible for its own monies. The Referee Development Program shall develop and shall submit to the STYSA/TSSAS Board of Directors a yearly budget for its activities.

The STSR Referee Development Program shall have the authority to approve and make payment of all referee development program related expenses. The STSR Referee Development Program will provide STYSA/TSSAS a quarterly statement of account for the Program.

The State Referee Administrator shall be authorized to approve expenses according to STSR fiscal policy with the following exceptions:

The technical directors (e.g., SDA, SDI, SAC) shall approve all expenses for their particular area of responsibility, the SRA in the absence of the Technical Director.

Each technical director shall forward approved Expense Requests to the State Referee Administrator for approval. In the event that the State Referee Administrator is unavailable, the State Assignor Coordinator may approve expense request. The State Assignor Coordinator or State Director of Instruction shall approve the SRA expenses.

The STSR Treasurer shall execute and sign checks for approved expenses.

1.3 STANDARDS OF DRESS AND APPEARANCE

Referee Uniform

Reference the USSF Administrative Handbook for Referee uniform requirements. Your appearance as a referee sends an important message to teams, coaches, fans and your fellow referees. That first impression is vital. Make sure that your uniform is clean, neat and the proper color.

1.4 SYSTEMS OF OFFICIATING SOCCER GAMES (OUTDOOR)

The system of officiating soccer games shall be as described in the Laws of the Game and the USSF Referee Administrative Handbook.

1.4.1 Assignment of Game Officials

Assignment of Games Officials shall be as described in the USSF Referee Administrative Handbook and this STSR Handbook, in accordance with USSF policy.

1.4.2 Recertification and Upgrade Requirements

Recertification and upgrade requirements of referees, instructors, and assessors shall be in accordance with USSF policy.

1.4.3 Assessments

1.4.3.1 Scheduling Assessments

The Referee/Assistant Referee (currently registered) contacts the referee assignor to obtain an assessable game.

Upon receiving an appropriate assignment, the referee should notify the District Director of Referee Assessment of this game. No assessment may be accepted from games in unaffiliated leagues and all members of the referee crew must be currently registered with the USSF. The District Director of Referee Assessment will then determine the availability of assessors.

If available, an assessor will be assigned to assess the referee.

The referee shall bring the appropriate fee for the assessment to the game. Only one assessment fee per game is applicable. The assessment fee must be paid prior to the assessment by check or money order made payable to "STSR" (No Cash).

The upgrade assessment fees are:

- Grade 08 or 07: \$25.00 or game fee (whichever is higher)
- State 06 or 05: \$40.00 or game fee (whichever is higher)

Once the game is complete, the referee will receive the feedback form in the mail (or email) within seven days (within 72 hours if electronic media, e.g., email is used). If the feedback form does not arrive within the appropriate time, the referee should contact the District Director of Referee Assessment.

Referee assessments will be limited to one per day.

2.0 SOUTH TEXAS YOUTH SOCCER ASSOCIATION

2.1 GENERAL RULES OF PLAY

The following are excerpts from the STYSA Administrative Handbook and covers general rules of play that you should be familiar with. Each playing affiliation and/or competition may adjust the playing rules for their competition. You should familiarize yourself with these rules.

2.1.1 Law III - Number of Players

Permission of the referee is required in order to make any substitution at any time, except at the resumption of play after the half-time break:

- On a throw-in (by team in possession)
- On a goal kick (by either team)
- After a goal (by either team)
- After stoppage of play for an injury (by either team)
- At half-time (by either team)
- After a caution (the player receiving the caution)

2.1.2 Law IV – Equipment

- All players shall wear shin guards, which are commercially produced and specifically designed to provide protection to the shins.
- No player will be allowed to play with a hard cast (padded or otherwise).
- Players may wear sliding, bike, cyclist or tight fitting pants which do not protrude below the top of the knee and are the same color as the shorts. This does not prohibit players from wearing loose fittings; long-legged sweat pants or tights when it is cold or goalkeeper from wearing goalkeeper pants, which may be tight and have padding.
- Bandannas of any style may not be worn during any game. Players may not wear a bandanna either on their heads, legs or arms. Exceptions may be made at the local level for medical reasons.

2.1.3 Law V – Referees

- A USSF certified center referee is a minimum requirement for all STYSA Post-Season Tournament play. Certified youth referees at the discretion of the assignor may be utilized.
- See STYSA Rules and Procedures for specific requirements for STYSA District and

State Tournaments in each competition level.

- The referee's judgment decisions shall be final in all matters concerning the rules governing the playing of the game, the playability of the field and the appropriateness of the uniforms. At the completion of the match, the referee shall have each coach sign the game report and submit the game report to the tournament representative.
- It shall be the duty of the referee to abandon the event (and note on the game report) that one or both teams has less than the required number of players on the field ready to play within 15 minutes after the game was scheduled to start. In the event that the referee rules that the field is not playable, or that the uniforms are inappropriate, then he/she shall note these facts on the game report and have each coach sign it.
- A game report (card) will be completed by the referee for all play within STYSA. This card will, at a minimum, contain the following:
 - Association, age group, division, game location, date, game time.
 - Team names and final score
 - Cautions (yellow cards) or ejections (red cards) issued, by team with player/name.
 - Any protest noted and brief basis for those protests.
 - These game cards are to be retained through the end of the District or STYSA Tournaments.
 - Disputes must be noted on the referee's game report and a complete description of the incident shall be submitted to the appropriate Disciplinary and Protest Representative.

2.1.4 Law VII - Duration of the Game

The duration of games shall be as follows:

Under 19 = two 45 minute halves
Under 18 = two 45 minute halves
Under 17 = two 45 minute halves
Under 16 = two 40 minute halves
Under 15 = two 40 minute halves
Under 14 = two 35 minute halves
Under 13 = two 35 minute halves
Under 12 = two 30 minute halves
Under 11 = two 30 minute halves

The half-time interval shall be five minutes.

3.0 STANDARDS OF CONDUCT

The Code of Ethics for Referees, Assessors, and Assignors is found in the USSF Referee Administrative Handbook.

3.1 MISCONDUCT TOWARD GAME OFFICIALS

See the United States Soccer Federation Administrative Rules Number 3041 and the Referee Administrative Handbook for a description of misconduct toward a game official and procedures for reporting this misconduct.

If you are involved in a case of misconduct toward a game official there are several steps that you need to follow:

- Remain Calm. Never Strike Back!
- Get the details down on paper, and obtain all the witness names and ID numbers. These could be your fellow referees, players and/or spectators. Get medical attention if needed.
- Notify the SRA and/or the President of the State Association of the event by telephone as soon as you return home or are able to do so -- the sooner, the better.
- Write your report in detail.
- STSR has a person available to help with the report. The name is listed on the STSR website www.stsr.org
- Send your written report and supporting reports from witnesses (e.g., ARs) to the following on the next business day (within 24 hours).

For amateur games - to the SRA and TSSAS

For youth games - to the SRA, SYRA, and STYSA

Youth Games	Amateur Games
STYSA 15209 HWY 290 East Manor, Texas 78653 512-272-4553 Voice 512-272-5167 Fax	TSSAS 523 N. Post Oak Lane Houston, TX 77024 713-683-0852 Voice 713-963-9169 Fax

3.2 MISCONDUCT OF GAME OFFICIALS

See the United States Soccer Federation Administrative Rules Number 3042 and the Referee Administrative Handbook for a description of misconduct of a game official and procedures for reporting this misconduct.

Any member or affiliated body of the U.S. Soccer Federation may file a complaint of unethical conduct or conflict of interest against any Committee Chairman, State Referee Administrator, State Youth Referee Administrator, referee assignor, registered referee, registered referee instructor or registered assessor of the Federation.

Procedure :

All complaints must be made in writing, to the State Referee Administrator. The State Referee Administrator and/or State Referee Committee shall investigate the matter to its satisfaction, and then take the appropriate action to either dismiss the charge(s) as unsubstantiated, or to forward to a "hearing".

The U.S. Soccer Federation National Referee Committee takes jurisdiction over those complaints where the State Association is unable to reach a decision within thirty (30) days of receiving the complaint or if a party appeals the decision to USSF.

All final decisions must be rendered in writing, and copies mailed within two weeks of the decision, to all parties concerned.

Table of Penalties:

When complaints are sustained, the action taken is to be from among the following:

Letter of Reprimand

A fine

Suspension from all active participation in the Federation for a fixed period of time

Combination of 1 2, and 3 above

Dismissal from the U.S. Soccer Federation

The severity of the discipline shall be determined by the decision making body having jurisdiction.

When felt appropriate by the decision-making body having jurisdiction, the member who the complaint is against may be temporarily suspended from active U.S. Soccer Federation participation during investigation of the complaints. The temporary suspension may not exceed ninety (90) days unless the aggrieved party has appealed the decision. Any member, while under suspension, may not take part in activity sponsored by the U.S. Soccer Federation and/or its member bodies.

Appeal procedures are outlined in Rule 3042.

4.0 ASSOCIATION ADDRESSES

Texas State Soccer Association – South

523 N. Post Oak Lane
Houston, TX 77024
713-683-0852 Voice
713-963-9169 Fax

South Texas Youth Soccer Association

15209 HWY 290 East
Manor, Texas 78653
512-272-4553 Voice
512-272-5167 Fax

United States Soccer Federation

National Referee Program

1801 South Prairie Avenue
Chicago, Illinois 60616
312-808-1300
312-808-9572 (Direct Fax to Referee Department)