

Version 8.3 Revised 5/26/2016



**South Texas Soccer Referees (STSR) Referee
Handbook
Version 8.3
5/26//2016**

South Texas Soccer Referees (STSR) Referee Handbook

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STATE REFEREE COMMITTEE

State Referee Administrator *SRA*

Raymond Lalgee

State Director of Instruction *SDI*

Chris Ng

State Director of Assessment *SDA*

Ali Zamanian

State Assignor & Mentor Coordinator *SAMC*

Vacant

State Youth Referee Administrator *SYRA*

Chris Mercado

Treasurer

Deepak Lumba

District 1 Representative -- Houston

David Bollinger -- **North**

Anthony Amore -- **Central**

Magdy Kotb -- **South**

District 2 Representative -- San Antonio

Masoud Rasti

District 3 Representative -- Austin

Keith Poonwah

District 4N Representative -- Corpus Christi

Vacant

District 4S Representative -- Rio Grande Valley

Israel Lara

District 5 Representative -- El Paso

Christopher Lopez

Executive Director

Michael Day

RISK MANAGEMENT OFFICER

Tim McCurley

DISTRICT CONTACTS

	<i>District and Area Director Instruction</i>	<i>District Director Assessment</i>
District 1 <i>Houston</i>	Tim Sonnier 281-890-9484	
<i>Beaumont (East)</i>	Kerry Franks 409-786-3174	Tim McCurley 409-289-1634
<i>College Station Houston - North</i>	Rick Friedman 281-852-8320	Ali Zamanian 281-954-5344
<i>Houston - Central</i>	Barry Rosenfeld 281-852-8320	Joe Couture 832-563-4469
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District 2 <i>San Antonio</i>	Michael Burkett 210-946-4535	Marcel Theriot 281-795-0116
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<i>San Antonio - West</i>	<u>Stephen Moynihan</u> 830-298-5515	Marcel Theriot 281-795-0116
District 3 <i>Austin</i>	Michelle Maloney 512-327-5757	Marcel Theriot 281-795-0116

<i>Austin - North</i>	John Smith 512-331-6260	Marcel Theriot 281-795-0116
<i>Austin - South</i>	Paul Stansberry 512-656-2868	Marcel Theriot 281-795-0116
District 4 <i>Corpus Chris / Valley Area</i>	Omar Rachid 361-574-7884 Rio Grande Valley STSR Liaison Rudi Nino 281-804-4674	Corpus Christi Raymond Lalgee 361-643-4825 Rio Grande Valley Rudi Nino 281-804-4674 Laredo, Zapata, Freer, Eagle Pass Rudi Nino 281-804-467
District 5 <i>El Paso</i>	Ronald J. Weber 915-532-2951	Anthony Kelly 915-592-9890

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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 State 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 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 4N -- Corpus Christi/McAllen area

District 4S -- 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 STSR Referee Development Programs

The South Texas Soccer Referees Referee Development programs are designed to provide a number of options for continuing training and promotion of referees. The essential components of STSR (Instruction, Assessment, Assigning/Mentoring, Administration) are present throughout all the programs. What follows is an overview of the various programs. Those wishing more information can contact the State Referee Administrator and State Youth Referee Administrator, Directors of Instruction and Assessment, State Assignor and Mentor Coordinator, or any District Representative (contact information available at www.stsr.org).

The programs are divided between those that are Locally Administered and those that are State Administered.

LOCALLY ADMINISTERED:

Many of the local playing leagues and local referee associations sponsor referee development opportunities. These can include but are not limited to local mentoring, periodic meetings where game situations can be discussed along with league business, and monthly members meetings. Local leagues may have an identified Referee Coordinator who helps to oversee the league referees and provide observation and feedback. Informally, many senior referees at the local level will provide valuable observation and suggestions to new or younger referees when working games together. Mentoring, whether a formal program or done informally, is the ongoing relationship often between a senior referee and one or more new referees. In mentoring, the mentor will work on a regular basis often over the course of a season offering observations, advice, suggestions, and encouragement to the mentee. Some mentoring relationships continue over multiple seasons. In most cases, these locally administered programs are established, funded, and administered by someone from the local playing association or referee group. Local groups may host clinics for beginning referees, annual recertifications, and 07+ upgrades. Local associations and sometimes tournaments pay for developmental assessments or mentoring activities. STSR provides support for local mentoring by providing guideline via the STSR website and through the State Referee Mentor Program. In the **Local Academy**, explained below, is a collaborative training effort between STSR and a local association. STSR also acts as a clearinghouse for local associations to share ideas, best practices, and suggestions for locally administered referee training sessions.

STATE ADMINISTERED:

STSR has a number of programs to encourage, support, and enhance referee development. The Instructional component offers state sponsored Upgrade clinics for grades 07+ and State Grade 6, with at least one weekend each year offering both Upgrade and State Referee recertification clinics. The Instructional component plays a primary role in these clinics.

The Assessment component works with individual requests for maintenance and upgrade assessments and the SDA works closely with the assignor for the professional and developmental leagues to provide assessments for National Referees and National Candidates.

The State Assignor and Mentor Coordinator works with the SDI in providing league assignor training as well as coordinating State Referees in mentoring new referees at the league level. At the annual State Referee clinics, the SAMC collects a list of those state referees who are actively mentoring at their local association and those who are interested in becoming mentors. With the assistance of the District Representatives, State Referees are paired with newly upgraded 07+ referees and connected with local association assignors.

STSR also provides **referee coaching** through the **STSR Academy program**. Referee coaching is the use of small groups of referees working with a senior referee on a limited time basis. Unlike state-sponsored mentoring, which extends over a longer period of time, referee coaching may be a weekend or over the course of a tournament. The STSR Academy program is divided into three levels: Beginning, Intermediate, and Advanced.

Beginning programs are offered at a community level. This can include 07 upgrade clinics sponsored by a local association over one weekend with ongoing mentoring, multiple session programs for 07 upgrade spread over the course of a year and hosted by either local associations or STSR, and the Local Academy program. In many cases, interested referees may self-select for participation in beginning academies. Participants in beginning academies are generally grade 08 referees.

In the **Local Academy program**, an association agrees to host an STSR Referee Coach for one weekend of local play. The association selects the referee participants (generally a small group of 6-8), arranges game schedules for these referees to work together, provides a local assistant (often the league referee scheduler or referee coordinator), provides hotel room for the Coach, and a meal for the Saturday night meeting. STSR provides a senior referee as the coach, to work with the small group from a Friday night meeting, throughout the day Saturday, and on to a limited number of Sunday games when available. The referee coach provides feedback and suggestions to the participants throughout the games on Saturday. The entire group then meets socially Saturday night, to continue the discussions as well as give the participants the chance to talk with the coach about further opportunities for development. Throughout the entire weekend, the local assistant “shadows” the coach, gaining experience and advice in providing further instruction to the referees. Each of the referee participants is then expected to share their new knowledge with other referees in the association. STSR provides a coaching fee and travel costs to the assigned coach.

Intermediate academies are sponsored by STSR. These are held at selected adult and youth tournaments throughout the year. Participation in the intermediate level academy is by invitation only; participants may have previously attended upgrade clinics, beginning academies, or be recommended by local assignors; referees must be at least grade 07 referees. Each intermediate academy has one referee coach for each 6-8 participants. Referees are assigned tournament games with other members of the academy, and each game is observed by the referee coach. There are multiple opportunities for feedback and debriefing, including meetings on Friday and Saturday nights. Participants are evaluated by the coach, and those evaluations are used by STSR to help determine invitations for future intermediate academies and the Advanced level academy; but continued invitation is also based on their efforts to return to local associations and mentor

other referees. STSR pays for lodging at the tournament as well as travel costs for intermediate academy participants. STSR also provides a coaching fee, travel costs, and lodging for the referee coach.

Advanced academies are sponsored by STSR and are designed to provide individual and small group development for highly qualified referees. Participation is by invitation only; participants have previously attended intermediate academies and receiving outstanding evaluations. In an advanced academy, a small (4-6) group of referees led by a referee coach is sent to designated tournaments (these may include tournaments such as Youth Regionals, Dallas Cup, Disney tournament, etc). Travel and lodging costs for participants and coach are paid by STSR. Throughout the academy (which includes the travel time to and from the tournament) the participants are evaluated on professionalism, work ethic, and game management skills. Participants receive intensive evaluation of their performances from the coach, and the group meets regularly during the tournament for feedback and debriefing. Evaluations are provided to STSR. Participants may be invited to more than one advanced academy but continued invitation is also based on their efforts to return to local associations and mentor other referees.

1.1.3 State Referee Committee

The STSR State Referee Committee is composed of the following voting 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 & Mentor Coordinator (SAMC)
District 1 Representatives
District 2 Representative
District 3 Representative
District 4A and B Representatives
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.

1.1.3.1 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.

1.1.4 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.

1.1.4.1 Chair - State Referee Committee (SRCC)

Appointment

The SRA currently 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.

1.1.4.2 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.

1.1.4.3 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.

1.1.4.4 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, assessors 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.
15. In the absence of the SRA assumes SRA functions with signature authority.

1.1.4.5 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 concerning the assessment program.
8. Processes all paperwork in a timely manner.
9. Works in conjunction with the SDI in the development of clinics for the recertification and upgrade of assessors. Works in conjunction with the SDI for the development of assessor training programs.
10. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.

1.1.4.6 State Assignor & Mentor Coordinator (SAMC)

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. Works in Conjunction with the SDI in the development of clinics for the recertification and upgrade of assignors. Works in conjunction with the SDI for the development of assignor training programs. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.

1.1.4.7 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 and Directors.

1.1.4.9 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 Area 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.

1.1.4.10 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.

1.1.4.11 "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 seven (7) days of the end of the clinic/course.
5. Mails all checks collected at the clinic to the STSR office within seven (7) days of the clinic.
6. Approves clinic-testing and attendance results.

1.1.4.12 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.

1.1.4.13 Director of Indoor and Futsal 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 and Futsal 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 and Futsal Referee Development program.
5. Develops and trains Area Indoor and Futsal 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.

1.1.4.14 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.

1.1.4.15 District Assignor Coordinator (DAC)

Appointment

1. By the State Assignor and Mentor Coordinator with consultation of the State Referee Committee
2. Shall be subject to an annual performance evaluation conducted by the SAMC.

Responsibilities

1. Reports to the SAMC.
2. Implements programs as directed by the STSR/USSF Referee Assignor Program.
3. Directs and plans the assignor program within his/her District.
4. Assists the SAMC in the development of Area Assignors and their training.
5. Coordinates the assignor clinics as organized/scheduled by the DDRI or SDI.
6. Assists the SAMC in the development of a budget for the Assignor Program for the following year.
7. Processes all paperwork in a timely manner.

1.1.4.16 Area Assignor Coordinator (AAC)

Appointment

1. By the SAMC
2. Shall be subject to an annual performance evaluation conducted by the SAMC.

Responsibilities

1. Reports to the District Assignor Coordinator and the SAMC.
2. Implements programs within his/her Area as directed by the STSR/USSF Referee Assignor Program.
3. Coordinates the assignor clinics as organized/scheduled by the DDRI or SDI.

4. Processes all paperwork in a timely manner.

1.1.4.17 Risk Management Officer

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. Initiate and maintain procedures to implement risk management policies for STSR
2. Investigate all background check hits and maintain pertinent records.
3. Determine eligibility of applicant for approval or denial based on standards set forth in STSR Handbook.
4. Contact referee applicants regarding their status.
5. Refer issues to Risk Management Committee on appeals filed by applicants.

1.1.5 Registration

1.1.5.1 Registration and Testing

1. Registration and re-registration is via the STSR online system.
2. 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, but is the ultimate responsibility of the SRA.
3. Referee, instructor, assessor and assignor testing may be done at applicable clinics as determined by the responsible technical director but may be online as well.
4. Candidates that fail any written state test may retake the test online.
5. Candidates which cannot run a PT at a state-sponsored clinic as a result of injury shall require a doctor's release prior to participating in the next PT.
6. Instructors approved by the appropriate technical directors will do testing if the testing is part of a face-to-face clinic and not online.

1.1.5.2 Referee Registration

1. State Referees, State Emeritus and National Emeritus Referees and below are considered registered when the State Referee Administrator has approved their electronic

application.

2. All requests for Up-Grade to 7+ and from 07(+) to 06 and 6 to 5 are to be sent to the SRA accompanied by the game count.

1.1.5.2.1 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. A referee registering after their current year badge has expired will pay 125% of the standard registration fee (if expired 1-3 years).
2. Referees with a USSFID that have not registered for the current year by June 30th of that year, may not officiate until January 1st upon registration for the next year. Referees with 4 or more years lapsed must take an Entry Grade 8 clinic to re-register. If doing so after June 30th, they cannot begin officiating until January 1st of the year of their badge.

1.1.5.2.2 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 complete the appropriate clinic for registration at their requested grade level. Partial credit for incomplete or partially attended clinics is not provided.
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.
6. All grade 07 Referees who wish to be registered as “7+” and thereby meet the minimum qualifications to referee state-assigned games are required to have successfully completed the USSF-required physical within the registration window (July 1st-June 30th) and one Grade 7+ Assessment within the last year. Those referees wishing to remain as 07 and not meet the minimum requirements for 7+, need to just complete the recertification clinic.

1.1.5.2.3 Re-Registration as a State Referee (grade 06)

1. The referee must be currently registered as a State Referee with the USSF and STSR.
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. Partial credit will not be given for incomplete or partially attended clinics.

3. Have met the STSR game requirements.
4. Attain a score of eighty (80) percent on the current USSF State Referee recertification.
5. Successfully completed the USSF State Referee Physical within the registration period July 1st-June 30th.
6. Must have satisfied the current assessment criteria for recertification which consists of one successful assessment as referee and one as an assistant referee.
7. State testing and retesting is available online if not offered at the state-sponsored clinics.

1.1.5.3 Assessor Registration

1. All Assessors are to do fifteen (15) D&G's (developmental) evaluations per two year cycle, beginning with 2012 registration year. The SDA may modify this requirement on a case by case basis. This is intended to evaluate all grade 8 referees registered with STSR.

1.1.5.3.1 Associate Assessor

1.1.5.3.1.1 Entry Level

1. Successfully complete all requirements for associate assessor-level clinic.
2. Must have been a registered referee for a minimum of three years.
3. 25 years of age or older.
4. Must have obtained a minimum referee grade of 07+.

1.1.5.3.1.2 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. Successful completion of an in-service assessor clinic.

1.1.5.3.2 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.
3. One year in grade as Associate Assessor.

4. 26 years of age or older.
5. Attendance and successful completion of an in-service assessor clinic

1.1.5.3.2.1 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.
2. Successful completion of an in-service assessor clinic.

1.1.5.3.3 State Assessor - Provisional

1. Must have attained a referee grade 06.
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. Must be 27 years of age or older.

1.1.5.3.3.1 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.
3. Successful completion of an in-service assessor clinic.
4. Approval of the SDA.

1.1.5.3.4 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. Approval of the National Director of Assessment.
5. Must be 28 year of age or older.

1.1.5.3.4.1 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.
2. Successful completion of an in-service assessor clinic.

1.1.5.4 Instructor Registration

1. The DDRI and ADRI are to ensure that each member of his/her staff is registered before allowing that instructor to provide any training.
2. A minimum of five hours of instruction shall be required to re-register.
3. Attendance and successful completion of an in-service instructor clinic.

1.1.5.5 Assignor Registration

1. Each assignor is responsible for electronically registering for the appropriate badge-year.

Where offered, each assignor is required to attend an in-service and fulfill all associated requirements of the in-service.

1.1.5.6 Risk Management Program

Scope:

STSR intends to make every reasonable effort to deny from participation, any Referee, Instructor, Assessor, or Administrator, that by Law has been convicted of a crime of violence, or a crime against another's person, that would bring unnecessary risk to the health and safety of any Youth Player or Youth Referee.

Anyone affiliated with STSR and at least 18 years of age, is required to participate in this

Program.

General Information:

Policies:

Effective with the badge year 2011 STSR will follow these guidelines in conducting background checks on members:

1. Immediate background checks:
 - a. New adult members (18 years of age or higher) registering for the first time.
 - b. Returning adult members who have not had an STSR background check conducted within the last three years.
 - c. Recertifying members who have turned 18 years of age since last year's registration.
 - d. Transfer members from other state or national associations
2. Recertifying adult members:
 - a. Background checks will be conducted recertifying adult members once every three years. Those who passed the 2010 badge year check will undergo a check next for the 2013 badge year.
 - b. STSR reserves the right to conduct a background check on a recertifying adult member within the three year window if the State Committee finds this necessary.
3. Upon final denial, the RMO will notify the Operations Director of the applicant's status. Based on the criteria set in the Risk Management Policy, RMO will set the member's account to prohibit registration until the date the member may become eligible again.

Procedures:

Background checks will be initiated during the registration process, being sent to backgroundchecks.com US ONE Database, where the Name, Address and Date of Birth will be input and checked from over 300,000,000 entries. Any "hits" will be returned to the Risk Management Officer. The Risk Management Officer will contact the individual in writing, requiring the individual stop any participation in US Soccer Federation/STSR activities until a final determination of their eligibility. See "Procedures for Risk Management Program".

Risk Management Administration

RISK MANAGEMENT COMMITTEE

Chairperson: Tim McCurley - Risk Management Officer (appointed by SRC)

Michael Day

Keith Poonwah

Kerry Franks

Mary Leano

Positive – means no “hits” were found and the STSR Member is eligible to be assigned and to participate in any capacity of his/her USSF registration.

Negative – means that some “hits” were found and a review by the RMO is required before the STSR member is deemed eligible to participate. Should the RMO determine that the item discovered in the background check is serious enough to declare the STSR member ineligible to participate; a decline letter will be sent to the STSR member notifying them of such and informing them that they have a right to file an appeal for reinstatement.

An appeal may be made to STSR and the RMO in writing to have their case reviewed. The procedures for an Appeal will be included in the notification letter. See “Procedures for Risk Management Program”.

All Background Check information is confidential and is strictly prohibited from being divulged, becoming the property of South Texas Soccer Referees.

Background Check Standards

Score the applicant as ELIGIBLE if the following conditions are present on the Criminal Background Check:

- No record found
- Traffic or vehicle code infractions only

Score Applicant TO BE REVIEWED BY STSR RMO, if the following are present in the background check:

- Worthless checks
- Theft
- DUI – less than three (see INELIGIBLE CRITERIA)
- Misdemeanor marijuana possession conviction if it has not been negotiated down from a felony charge – only if older than 1 year
- Misdemeanor convictions or misdemeanors with pending dispositions except for crimes involving: violence, weapons when used in the commission of a crime, deviant sexual activity

Score the applicant as INELIGIBLE, pending appeal and review by the Appeals Committee, if the following convictions are present on Criminal Background Check based on the timeline recommendations:

Any Felony charges with dispositions including but not limited to the following:

- Guilty
- Convicted
- No Contest
- Responsible
- Adjudicated
- Three or more DUI/DWI or related convictions occurring within the last five (5) years.
- Contributing to the Delinquency of a Minor if convicted within the past two (2) years or two or more within the past five (5) years.
- Records with a pending disposition may be denied and sent to the Risk Management Committee for their review and decision at the discretion of the Risk Management Officer.
- Domestic Violence within the past three years or two (2) or more within the past ten (10) years.
- Any conviction (including misdemeanors) involving violence, weapons when used in the commission of a crime, deviant sexual activity, drugs (except misdemeanor marijuana possession.)
- Sale and delivery of marijuana, for amounts greater than two (2) oz, if the conviction was within the past five (5) years.
- Mob Action, if the conviction was within the past five (5) years, other than protest marches.
- Gang Activity, if the conviction for gang related activity occurred within the past (3) years.

- For offenses involving what the RMO considers “minor” in nature may be approved at the discretion of the RMO and sent to US Soccer for final approval.
- Nothing in this policy prohibits the Risk Management Officer from sending a registrants case directly to the Risk Management Committee for review and decision. If this occurs the RMO will notify the registrant of the procedures of any Risk Management hearings that may be held.

**GLOSSARY Criminal Disposition Definitions:
Reportable Within 7 Years**

Adjudicated Guilty – Conviction. The defendant has been found guilty of the charges.

Consent Decree – Conviction. This is found in New Mexico. It is designed as a disposition for juvenile cases in which the defendant pleads guilty and is placed on the decree / probation for six months.

Convicted – Conviction: The defendant has been found guilty of the charges

Fugitive File: The case has not been to trial. Found in Virginia. The same as Returned Unnerved below.

Guilty in Absentia – Conviction: The jury has found the defendant guilty without his having appeared in court.

Guilty – Conviction: It has been proven that the defendant committed the crime.

Nolo Contendre – Conviction: Latin for “No Contest.” The defendant has pled no contest to the charges against him or her. Therefore the court finds him or her guilty.

Pending: The case has not been to trial at this time. There is no disposition to report.

Pled Guilty – Conviction: The defendant has pled guilty to the charges against him / her and the court accepts the pleas as a conviction.

Returned Unserved: The case has not been to trial at this time. Found in North Carolina. A warrant, summons or paper from the district attorney's office was issued for delivery to the defendant to appear for trial; however, the defendant could not be located. Therefore, the case is technically pending; however, the paperwork was never served.

Waived – Conviction: Mainly found in the state of North Carolina. This means the defendant has waived his / her right to trial and has pled guilty to the charges. In turn, the court accepts the plea of guilty.

Not Reportable Beyond 7 Years:

Responsible – Non-conviction: The defendant is responsible for the payment of the fines or fees of the crime. They are not found in guilt, however, must pay what they are ordered. Often found on traffic tickets or minor violation.

ARD Program – Non-conviction: Stands for “Accelerated Rehabilitative Disposition

Program”. Mostly found in the state of Pennsylvania. This program given to the defendant in place of adjudication. If the defendant completes the program, the case is closed.

Adjudication Withheld – Non-conviction: The court does not give a final judgment regarding the case. The defendant is given probation, a program or community service in which they have a specified amount of time to complete. If the defendant complies, the case may be dismissed, depending on the county/state. If they do not dismiss in that particular county / state, then the disposition remains adjudication withheld and the case is closed. However, if the defendant is found in violation, the case disposition may be changed and the defendant can be found in guilt.

Conditional Discharge – Non-conviction: The defendant has no finding of guilt. The court is discharging him/her from trial on special conditions that they must abide by. If they do not abide by these conditions, the discharge may be revoked and the finding may become guilty.

Deferred Judgment – Non-conviction: The defendant has no finding of guilt. The judgment is set-aside for a deferred amount of time and the defendant must comply with any conditions given to him / her. The case can be dismissed depending on the county / state if defendant completes all requirements.

Misdemeanor Intervention Program – Non-conviction: A program designated only for misdemeanor offenses in which the defendant may comply to the conditions of the program in order to avoid conviction.

Pre-Trial Intervention – Non-conviction: A program the defendant is placed in before going to trial. If the defendant complies prior with trial time, the trial will not be held for the charge and the defendant is not convicted.

Acquitted – Non-conviction: The charges against the defendant are dropped.

Bail / Bon Forfeiture – Non-conviction: The charges against the defendant are dropped. Not enough evidence to convict.

Dropped – Non-conviction: Not enough evidence to convict the defendant.

No Action – Non-conviction: The court dropped the case and did not continue with the charges.

No Billed – Non-conviction: The District Attorney never sent the case to court and it was not tried.

No Information Filed – Non-conviction: Mostly found in Florida. It means the case has been dropped.

No Papered – Non-conviction: The paperwork was never sent to the court by the District Attorney and the case was never filed. Therefore, it was never brought to trial.

Nolle Prose – Non-conviction: Latin for “Not Prosecuted.” This means there was not enough evidence to convict the defendant. The case is dropped.

Non-Adjudication of Guilt – Non-conviction: Same as adjudication withheld.

Not Guilty – Non-conviction: A jury or judge trial finding that the defendant is innocent.

Other – Non-conviction: Defendant is given special provisions for one year to abide by since this is a first offense. If no further violation of the same nature, case is closed.

Prayer for Judgment – Non-conviction: Deferred Prosecution, meaning state did not prosecute. Often seen in North Carolina. For example, with worthless checks it gives the defendant a chance to pay the check before being charged.

Process Other – Non-conviction: Defendant was not charged on this count due to being charged for another count.

Stet Docket – Non-conviction: Will not prosecute at this time. Eligible to be re-opened for one year if a violation is committed during that time. After the one-year period and no violations have been committed, it cannot be re-opened and the case is closed.

Stricken Off Leave – Non-conviction: Often seen in Illinois. Stricken off docket with the ability to reinstate at a later date if deemed case can be prosecuted. This is often because the prosecutors run out of time to prosecute.

Dead Docket – Non-conviction: Often seen in Fulton, Georgia. Not enough evidence that shows the defendant is guilty or that he is innocent. So case is set aside. If not brought back up, case is closed.

Ignored – Non-conviction: The case never went to trial. It was ignored by the state.

Refused – Non-conviction: The case never went to trial. The state refused to hear the case.

Rejected – Non-conviction: The case never went to trial. The state rejected the hearing of the case.

PROCEDURES FOR RISK MANAGEMENT PROGRAM

A link to the STSR policy is added to the current statement “**I agree to participate in, and comply with, the risk management program of the Organization member through which I am participating**”. The link takes the applicant to the relevant policy in STSR handbook. An additional statement is added that, should a background check result in denied application, the individual will be refunded the US Soccer portion of their registration/clinic fees only.

By clicking the **Submit Personal Information Update** button the individual’s name is then processed and their identifying information (name, DOB, address) is transmitted to the company hired to process background checks. The Risk Management Officer, following the STSR policy, notifies any individual who does not successfully pass the check. The Risk Management Officer notifies the Operations Manager to refund the appropriate portion of the individual’s fees. Background check results remain solely with the Risk Management Officer. If an individual appeals the decision, they voluntarily give permission to the Risk Manager in writing to share the information with the Appeals Committee. The Appeals Committee makes a final decision.

Denied individuals’ names are never placed on the public Current Year Registration List. Their applications are not approved by the SRA, nor submitted to US Soccer. They never receive a US Soccer Registration Card.

For club/league purposes, the presence of a name on the public Current Year Registration list, and the possession of a current year US Soccer Registration Card are sufficient proof the individual has cleared a background check.

Individual voluntarily discloses criminal background

It comes up occasionally, where the applicant indicates prior felonies. The Risk Management Officer would have to review the applicant’s additional information provided to determine how to proceed. It partly depends on our Risk Management policy, on whether or not background checks are mandatory, and whether US Soccer Legal Dept will approve the application. Fortunately, this is a very rare event.

1.1.6 Instruction Program

1.1.6.1 Procedure for Referee, Assessor, Assignor and Instructor Clinics

1. Each clinic shall be authorized by STSR.
2. The Instructor shall receive \$17 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 determined by the State Referee Committee and must be paid by credit card, check or money order made payable to STSR. This fee is to be published prior to and is effective July 1 of each year.
5. Any excess income will be held to finance referee development.

1.1.6.1.1 Procedure for Referee Fitness Test Clinics (PT)

1. Only Currently Certified US Soccer officials may participate in the Fitness test due to Insurance and Liability issues.
2. Each clinic shall be authorized by STSR. Fitness test results are valid for 12 months.
3. A minimum of two Certified Instructors or one Certified Instructor and an SRC Member must be present to verify the results of the test.
4. The Fitness test for Grade 7+ and State Referees shall consist of the US Soccer Fitness test which consists of two parts: Sprints and the Interval test.
5. Electronic Timing gates must be used for the Sprint Test portion. It is highly recommended that the US Soccer “Beep” sound track be used for the Interval tests.
6. A minimum of 8 staff members are required to administer this test. It is highly recommended that 10 staff members be utilized where possible.
7. Staff members may be Instructors, Assessors, SRC members or Registered Referees, not running in the test.
8. Up to two hours of Instructional time may be paid through the ER process for staff members used in the test. The Lead Instructor will be paid up to 5 hours for test preparation since it is estimated this takes from 5-8 hours to be done properly. This is in addition to the 2 hour instructional time spent at the clinic itself.
9. Attendees who pass are not charged a fee for the fitness test. However a no-show or failure fee of \$30.00 is charged for anyone registered, that does not show up or fails the test.

1.1.6.2 Utilization of Instructors

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. **Referee instructor:** Entry-level referee instruction and recertification clinics as lead instructor (grades 07 and below). Referee

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

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

National Instructors: All state and national level clinics.

1.1.6.3 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.

1.1.6.4 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.

1.1.6.5 Policy for Training Courses

STSR Referee Development Program will reimburse up to fifty percent (50%) of the basic room cost and one third (33%) of travel by car, 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 room cost reimbursement, the referee must the referee test at that level commensurate with the referee grade (e.g., grade 06 referee must obtain a grade of 80% 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.

A fee established by the State Referee Committee shall be charged on all courses. In addition, a meal surcharge may be added to the fee for meals provided as part of the clinic.

All candidates must preregister 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.

The State Referee Committee is authorized to provide financial support when travel to a clinic presents a hardship. Financial support will be no greater than fifty percent (50%) of the claimed travel expenses. The authorization is on a case-by-case basis and the request must be made at least thirty days preceding the course starting date.

1.1.7 Assessment Program

1.1.7.1 Assessments

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

The referee is may be 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/DDRA and specific recommendations/procedures given.

For all referees seeking an upgrade to the next referee level, the assessments should be completed within a twelve-month time period. No more than two failing assessments may occur within that time period.

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

1.1.7.2 Procedure of Obtaining Upgrade, Maintenance or Development Assessments

Registration with the STSR referee development program is required for the referee to be entered into the formal assessment program. Prior to the assessment, the referee is responsible for passing the current physical testing requirements for the targeted grade. All referees are to have current year registration with the program.

Once registered, the referee is responsible for their availability to allow for an assessment. The referee should work with the referee assignor and appropriate DDRA. DDRA/SDA will determine the sequence of rotation of assessments.

Upon receiving an appropriate assignment the referee should utilize the online process (STSR website) to request an assessment; payment information is detailed via the online procedure (<http://stsr.org/pages/assessors.htm>). Referees will provide USSF registration data to the assessor as requested (usually via email prior to assessment). Assessment procedures are clarified below.

Developmental Assessments

- District Directors of Referee Assessment will supervise these Assessments per existing STSR Policy and the State Director of Assessment...

Grade 07+ Assessments

Upgrade or Maintenance

- Arrange the match with the Assignor, at least one week in advance
- Use the online process to request an assessment; payment information is detailed via the online procedure
- District Director of Referee Assessment assigns the Assessor...if DDRA is not available, the State Director of Assessment will assign the Assessor...

Grade 06 Assessments

Upgrade or Maintenance

- Arrange the match with the Assignor, at least two weeks in advance...
- Use the online process to request an assessment; payment information is detailed via the online procedure
- State Director of Assessment and District Director of Referee Assessment will assign the Assessor...

Grade 05 Assessments

National Upgrade (4) or State Maintenance (6)

- Arrange the match with the Assignor, at least two weeks in advance...
- Use the online process to request an assessment; payment information is detailed via the online procedure
- State Director of Assessment will assign the Assessor...

National Provisional Assessments

- Arrange the match with the Assignor, at least two weeks in advance...
- Use the online process to request an assessment; payment information is detailed via the online procedure
- State Director of Assessment will assign the Assessor...

Grade 04 and 03 National Assessments

- Arrange the match with the Assignor, at least two weeks in advance...
- Use the online process to request an assessment; payment information is detailed via the online procedure
- State Director of Assessment will assign the Assessor...

1.1.7.3 Referee Assessment Payment Procedure

Referee Assessors shall receive payment from STSR after receipt of all required documents properly completed for the Assessment. The assessor shall process all forms within the specified time - three days (72 hours) for the assessment forms and fourteen days for the Expense Report.

Assessment fees will be determined by the State Referee Committee annually or the prevailing rates will remain in effect. Travel expenses will be paid by the assessed referee and in accordance with STSR Referee Development policy.

1.1.8. Assignor Program

1.1.8.1 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

1.1.8.2 Structure

The Referee Assignor Program consists of four levels of position:

State Assignor & Mentor Coordinator

State Games Assignor(s)

League Assignors

Tournament Assignors

Assignor Appointment

Certified 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.

Referee Assigning Implementation:

A list of currently registered referees will be furnished to certified registered referee assignors by the SAMC 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 SAMC 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.

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.

Each Technical Director shall approve all expenses from their particular area of responsibility.

All Expense Reports (ERs) from the State Referee Committee shall be approved by the SRA.

All ERs from the SRA shall be approved by the SDI. All ERs from the SAMC shall be approved by the SRA. All ERs from the SDI shall be approved by the SRA. All ERs from the SYRA shall be approved by the STYSA. All ERs from the SDA shall be approved by the SRA.

In the absence of the SRA, the SDI may approve ERs in his name.

STSR shall execute and sign all checks for approved expenses. Signatories to the checking account shall be the SRA and SDI.

All checks in excess of \$3,000 shall be signed by two individuals.

1.2.2 Timely submission of ERs

Expense reports for services rendered to STSR by instructors, assessors, and State Committee members are due no later than thirty (30) days following the date of service. If the event is multi-day, the date of service shall be the last day of the event. ERs will be considered submitted when received by the appropriate technical director or SRA for approval. ERs submitted after thirty days shall not be considered payable. Technical directors or SRA may under unusual circumstances extend the submission deadline for an additional thirty days.

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.

State-sponsored Clinics

The standard dress for In-Services will be polo shirts and khaki slacks for men; similar theme for women. For the State Referee Clinics the night of testing (usually Friday) shall consist of blazer (navy or gray), dress shirt, tie, and khaki or gray slacks for men; similar theme for women. The training days dress shall be as for the In-Services.

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; for example, a level 5 referee recommended assignment level is: *all youth games and adult amateur games including first division and assistant referee in professional league and international cup games*. An emeritus referee formerly at level 5 would be required to pass a PT suitable to a grade 5 level prior to the state cups in order to referee state-assigned games (assigned by the State Assignor) which require a level 5 referee (e.g. state cup, first division such as Premier). The same would be the case with an emeritus referee formerly at the level 6.

1.4.2 Recertification and Upgrade Requirements

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

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 713-963-9169Fax

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)

5. Change Log

5.0 Changes 9/15/2015 – MNDay

5.0.1 Update SRC Members

5.0.2 Update Fitness Test procedures (12 month validity, no show fees)

5.0.3 Update Late Registration information

5.0.4 Risk Management Update – Tim McCurley 5/24/16