



SOCCKER SOUTH BAY REFEREE ASSOCIATION GUIDELINES Updated Feb 2017

Introduction. These guidelines are intended as a ready reference source of information into the workings of the Soccer South Bay Referee Association (SSBRA), which consists of a group of independent contractor Referees. The Guidelines provide both new members and existing members required information so the Association, through its members, can provide our customers with the best service possible.

Topics covered. How to join; dues; the roster; the Bylaws; the Board of Directors (BOD); meeting schedules; match assignments; the soccer leagues currently serviced, match procedures; fee schedules for officiating; requirement for certification; and referee attire.

I JOINING SSBRA

How to Join. If you are a soccer referee and you wish to join SSBRA and you are currently USSF certified, Live Scan approved, and have at least one year of Refereeing experience and would like to join our dedicated group, we invite you to submit an application, together with a check for the first year's dues and a W9, to the SSBRA Secretary and/or meet us as a guest at our next meeting. The SSBRA Board of Directors will review your application and get back to you as soon as possible. The BOD will review requests or exceptions to the new member requirements on a case by case basis. If your application is approved you can expect to start receiving assignments in short order.

Where to Send your new member application. Applications for membership should be emailed to the SSBRA Secretary who manages the new membership process. (See; V Board of Directors). If submitting the application by email is not possible, please mail your application to the Association at P.O. Box 1613, Redondo Beach, CA. 90278, give it to one of the board officers, or bring it to one of the SSBRA general membership meetings.

What Happens Next. Each application is promptly evaluated, references verified, and then voted on by the association's Board of Directors. The prospective new Member will be notified of the Board's decision by the Secretary. In the event you are not immediately accepted for membership, your new member fees will be returned with an explanation and recommend actions to improve your chances of being accepted the next time you apply.



II MEMBERSHIP DUES

Annual Dues - Annual Dues are set by the Board of Directors.

Returning Members - The current Annual dues are **\$75** for returning members in good standings with a valid e-mail address, and **\$85** for returning members in good standings without an e-mail address. A Returning Member is a member returning to the association year by year or who has not been away from the association for more than five years. A Returning Referee Application needs to be submitted to the Board each year by June 30th. A Referee returning after being away for more than five years is considered as a new member. Any unpaid fees assessed to a Referee will be added to the current membership dues at renewal to remain in good standing.

New Members - Dues for new members are \$115 payable when the new member is voted in by the Board. Of this amount, \$40 is used for New Member orientation/training class and assessment/evaluation expenses. To remain in good standings, new members must attend training and assessments as scheduled by the BOD. The BOD will determine appropriate action to address any member who fails to complete training and assessment requirements.

When Payable. Dues are payable each year by **June 1** for the following season. There is a **1-month** grace period for payment. Members whose dues are delinquent after the grace period will be dropped from the membership roster and will not receive match assignments. The SSBRA Treasurer may deduct yearly dues from tournaments or other match fees paid to members by SSBRA starting in June of each year unless notified not to do so by a member.

Waiver of Dues. The BOD may approve a New Member Incentive plan (NMI) waiver of dues for a member who recruits a new paying member in the previous year. A referee can utilize this NMI program to waive up to a maximum of two years of dues. Other waivers may be made as deemed appropriate by the Board. The NMI fee only applies after the new member has paid for a full year of dues.

Dues Adjustments. Those joining the Association from January through June of each year will have their dues adjusted based on when their membership is approved. The membership fees for these referees will be one half the current membership fees for referees who join after the end of the Fall Season through March and one quarter of the current membership fees for referees who join after March. This will bring these members into alignment with the association's yearly dues schedule. There is no adjustment for the training and assessment portion of the new membership dues. Fees for new Youth members are \$55 and cover insurance and member training and assessment costs. Youth referees are those that are less than 18 years old on July 1 of the current year, regardless of whether they are attending school or not. Returning youth referees pay the standard returning member dues. Other adjustments may be made as deemed appropriate by the Board.

III THE ROSTER

Confidentiality. The roster is **confidential**, and may be used only in connection with Association business. It may not be distributed outside SSBRA without **prior** written permission of the Board.

What and Who. The roster is a list of the names, addresses, and phone numbers of all members, and is updated by the Members via Arbiter. Members are required to include all the required information including Address, Phone number, email, photo, etc. for the roster.

Availability. A current copy of the roster may be obtained from ssbra.org. The Secretary or Member at Large at any time, upon request, will be glad to help anyone having a problem accessing the roster. The Board strongly encourages each member to keep an up to-date copy of the roster on hand in order to facilitate direct contact between members for team coordination, carpooling to matches, field directions, and other late arrival situations.



IV BYLAWS

What and How. The Bylaws of the Association contain the rules and regulations governing the Association, its purposes, its makeup, meeting frequency, members' code of conduct, uniform requirements, and general operating procedures. The Bylaws include a provision for making changes to its contents several times a year.

Availability. A copy of the current Bylaws may be obtained from ssbra.org. The Secretary or Member at Large can help anyone having problems accessing the bylaws.

V BOARD OF DIRECTORS

Elected Officers. *Elected by the General Membership:*

President	Michael Hinz	president@ssbra.org
Vice President	Steve Morgan	vp@ssbra.org
Secretary	Jay Pignatello	secretary@ssbra.org
Treasurer	Bruce Ashton	treasurer@ssbra.org
Member-at-Large	Chris Nevil	member.at.large@ssbra.org

Appointed Board Members. *Appointed by the Elected Officers and ratified by the General Membership:*

Assignor (Lead)	Valle Altobelli	assignor@ssbra.org
Mentoring & Assessment Director	David Welch	assessment.director@ssbra.org
Training Director	David Welch	training.director@ssbra.org

Support to Board of Directors (Not Board positions)

Web Master: **Rick Roberts** (web@ssbra.org)

Past President: **Warren Howell**

Back up Assignors (Backs-up Lead Assignor and assigns matches as directed by Lead Assignor): **Veto Galati** (veto630@netzero.net) Currently assigning weekday night matches; **Chris Nevil** (member.at.large@ssbra.org) Back-up assigning duties only.

VI MEETINGS

Monthly Meetings. The general membership of the Association meets approximately 10 times a year at North High School Library on 182nd Street near Yukon (or at another venue as determined by the President).

Schedule. Meetings are on the last Tuesday of each month (or a date determined by the President) starting at 7:30 pm. Meetings are not held in December.

Meeting Minutes. Dates, times, agendas, and minutes are published in the **Flag and Whistle**, the Association's monthly newsletter. Current and past editions of the Flag and Whistle newsletter are available at ssbra.org.



Annual General Meeting. The **AGM** is held in **May** (usually at a site other than North High School) to fill vacant/appointed offices due to officers leaving their position before their term ends and those offices that become vacant at the end of the two year term. Properly proposed Bylaw changes are also voted on by the members at the AGM. Following the AGM a party is normally hosted by the Association. The **AGM** starts at **7:00** p.m. unless otherwise scheduled.

Nominations and Bylaw Changes. Candidates may be nominated during the April or May meetings. Proposed changes to the Bylaws **must** be presented in writing as specified in the bylaws, with certain exceptions approved by the President.

Board Meetings. The Board of Directors meets regularly every month, and at other times as deemed necessary by the President, to conduct the business of the Association.

VII AVAILABILITY AND MATCH ASSIGNMENTS

How Assignments Are Set. Assignments are based on matching available matches with available referees based on the ranking of each referee's ability and the competition level of each particular match to insure the Referee and Association is providing the best possible service to the customer. In order to insure this occurs, the Assignor, working with the Board, may also use other factors in determining assignments. This includes assigning more experienced referees with new referees and assigning a set of referees together to help in referee mentoring and training. Note: Membership does not guarantee match assignments. In order to receive assignments, Members must be current with their dues, be on the current year's Cal South Registered Officials List (ROL), as verified by the assignor, provide proper availability (via blocks in Arbiter), and be a member in good standings, etc. The Board reserves the right to grant emergency exceptions to the above policy.

Requests for Availability (via Arbiter Blocks). Before new assignments are going to be made, the assignor will send out a reminder email to all members to check and update their blocks. These Blocks remain in the system even after the assignor begins to assign matches so update your Blocks when your availability changes.

Referee Availability. Each week, each member in good standing must provide the Assignor her/his availability via the Arbiter system by "Blocking" the days and times she/he does not want to be assigned matches. Members may also contact the Assignor to communicate any special requests or problems in regards to their availability for the week. **Note:** Each Referee needs to make every effort to insure that the availability provided to the Assignor via Blocks in Arbiter are as accurate as possible. While the Association understands that individual Referee's schedules and commitments may unexpectedly change, Referees who tend to decline or not accept assignments which match their provided availability will be moved down on the assignment list to improve the reliability of the weekly assignments and insure the best possible service to the Association's clients. In an effort to reduce the number of **Declined Assignments, Turned-Back Assignments, and Expired Assignments** a "**re-assigning fee**" described below will be assessed for any and all declined assignments, turned-back assignments, and expired assignments. This is similar to the fee assessed for a referee no-show and a service failure. Reduced turn backs will benefit both the assigning process and other members by reducing the number of re-assignments and the negative affect on members when their accepted assignments have to be changed in order to properly re-assign the declined, turned back, or expired assignments.



Re-Assigning Fee: Members who after being assigned matches for dates and times which the member showed availability for in Arbiter, either declines, turns back, or lets assignments expire will be assessed a “re-assigning” fee of \$5.00 per assignment. Payment to the assignor by the member shall be made by the next general membership meeting. Failure to pay the fee may impact the member’s ability to receive assignments. Members may request exception of the fee in writing for extraordinary causes by emailing the Member-At-Large (MAL). The Elected Board of Directors shall rule on the request at the next regular board meeting. The MAL will communicate the Board’s decision to the member. The board’s decision is final.

Sexual Harassment and Concussion Awareness: By providing availability to work SSBRA assigned matches, each Referee is confirming that she/he has read and understands the SSBRA policy in regards to Sexual Harassment and Concussions as listed on the SSBRA web-site Association page.

Presumption of Availability: The Assignor will presume that any member not blocking availability is available. It is each member’s responsibility to acknowledge receipt of assignments (see procedure below) and to keep his/ her availability status current by updating Blocks in Arbiter and by contacting the Assignor if time requires.

Assignments: Referees receive assignment notifications via automated emails from the Arbiter system.

Accepting Assignments: To accept (or decline) an assignment, the member clicks on the “Accept” or “Decline” link in the Arbiter system Note: Members must be 21 years old or older to work as the Center Referee for adult matches (i.e. 7 v 7, J-League, PSL, and any type of adult tournament, 11 v 11 or 7 v 7, etc.). Exceptions may be granted by the Board. Members must accept or decline an assignment as soon as possible and reassignments of matches not accepted will occur starting on “Accept By” date identified in the Arbiter system. These deadlines insure the Association can properly service our customers. Allowing assignments to elapse is not an acceptable as members are expected to be available for matches assigned to them based on their availability as identified by the Blocks they set up in the Arbiter system. In case of emergencies, the assignor may be reached on the soccer line at 310-955-9905, or at assignor@ssbra.org.

Failure to Confirm: Failure to promptly accept one’s assignments by the deadline provided by the system may lead to reassignment of matches without notice. Reassignments are required to insure all of the Association’s customer’s matches are properly covered. Any Member giving back a confirmed assignment less than 12 hours before the start of the first match of the set must make confirmed contact with the Assignor via telephone or email. Failure to confirm assignments or if you turn back assignments may result in penalties and fines to the referee similar to those assessed for a no-show event and service failure as outlined in the “Referee Availability” section above.



Confirming Coverage for Single-Referee Assignments. For all single-referee match assignments, the referee is required to phone the SSBRA hot-line (310-955-9905) at least 1 hour, but no earlier than 4 hours, before the match start time to confirm that the referee will be covering his/her assignments. If the single-referee fails to call at least 1 hour before the match start time, the assignor will begin to locate a replacement referee. If a replacement referee is sent to the field the replacement referee will receive the match fees regardless of who referees the match in question. If the original referee who failed to call in, shows up to the field and starts the match before the replacement referee gets to the field, the original referee shall complete the match but will not receive the match fees. Once a referee starts a match, he or she shall complete it. If both the original and replacement Referees are at the field before the match starts the replacement referee shall work the match. There shall be no disagreements between the referees, the replacement referee shall yield to the originally assigned referee if there are any differences in opinion as to who shall referee the match. The replacement referee shall contact the Member at Large to report any issues.

Failure to Honor Match Assignments. Not showing up at a match that you have been assigned, after accepting that assignment is considered by SSBRA as a serious breach of proper conduct, since it results in the Association not meeting commitments to our customers. Such poor performance reflects on the Association and its membership as a whole, and may affect whether SSBRA receives future assignments from league and tournament organizers. **Note:** In cases where there are multiple matches being played at the same field, the Association requests that the Referee teams assigned at that field do not leave the field until they have confirmed that the next set of Referees have arrived. In the rare case of a missing Referee(s), the Association requests the Referee(s) stay to cover that match. If they cannot cover for a missing Referee, the Association requests they immediately notify the Assignor that a match is uncovered. If the Referee(s) are able to cover the match and the original assigned Referee shows up after the match has started, the Replacement Referee(s) shall complete the match. The originally assigned Referee(s) shall stay to work the next match if they/he/she were scheduled for multiple matches.

Sanctions for No-shows. Fines or suspensions may be levied by the Board in cases of lateness and/or no-shows, subject to appeal by the sanctioned member per the Bylaws.

Rankings. The ranking process is led by the VP. Rankings are updated at least once a year but can be updated/adjusted throughout the year to ensure they are as accurate as possible. Rankings are based on various factors, such as badge level, fitness, match management, experience, knowledge of the Laws, dependability, membership conduct, meeting attendance, participation in RPDs, and being in good standings in the association. Each year, the VP selects three board members and at least three general membership members to serve on the rankings committee. Both the board and general member committee members shall be rotated each year so there is at least one new board member and one new general member on the committee each year. Except for the VP, all efforts should be made to ensure no member serves on the ranking committee for more than two years in a row and any member has to be off the committee for at least one year before being selected to be on the committee again. This results in the ranking committee membership changing every year ensuring the variety in perspectives and inputs ensuring the rankings are not biased or determined by the same committee members year after year. Once the rankings are completed they are presented to the entire Board for review. The Board



reviews the changes in the membership ranking from year to year to ensure consistence in the process and to provide feedback or questions about any specific change in a member's ranking or about a new member who may have been ranked for the first time. The ranking committee utilizes the Board's feedback to determine if any action should be taken. This could include obtaining additional information on the member in question, requesting an assessment, or talking to the member in question about her/his rankings. Once the rankings are finalized, they are provided to the assignor for use in the assigning process. The results of the rankings may be discussed with the VP, Director of Mentoring/Assessment and/or Member at Large on an individual basis. These discussions only involved information about the specific member asking about her/his rankings and will include feedback on how that member can improve his/her ranking. Throughout the year the rankings will be updated to include new members, assessments, and feedback on member's performance on the pitch.

Assignment Notifications. Members receive an e-mail from the assignor via the Arbiter system stating that matches have been assigned to them, and instructing them to go into the Arbiter system to accept or decline an assignment. The matches, teams, times, fields, directions to the fields, competition level and names of the other referees in the team are also shown in the Arbiter system. Spring league matches are assigned in the same manner.

VIII LEAGUES SERVICED BY SSBRA

The Association currently serves several soccer leagues including; Coast Soccer League (CSL), Southern California Development Soccer League (SCDSL); Japanese League (J-League); South Bay Peninsula Soccer League (SBPSL); Manhattan Beach 7v7; Beverly Hills 7v7; Lawndale Youth league; CSL Spring League, LA- Riot, DirectKix, ZogSports, and Mid City Academy. The Association also serves several Tournaments throughout the year and any other Soccer Association which may request SSBRA's support. A short description of some of the leagues SSBRA provides referee services to is provided below followed a listing of typical Referee Responsibilities and Duties.

Southern California Development Soccer League (SCDSL) - Boys and Girls divisions from U8 to U19 playing across Southern California.

Coast Soccer League (CSL) - Boys and Girls divisions from U8 to U19 playing across Southern California.

Spring League - Boys and Girls divisions ranging from U8 to U19 playing matches across Southern California (Spring League is associated with CSL but has its own system, which varies somewhat from season to season).

Japanese League (J-League) - Adult Men's league playing matches in the Torrance area.

South Bay Peninsula Soccer League (SBPSL) - Adult Men's league playing matches across the South Bay area.

Manhattan Beach 7v7 - Adult Coed league playing matches in Manhattan Beach.

Beverly Hills 7v7 - Adult Coed league playing matches in Beverly Hills.

Lawndale Youth league - Youth league with divisions ranging from U7 to U14 playing matches in Lawndale.



Typical Referee Responsibilities and Duties.

Detailed Match Procedures

Team Check-in. Referees collect copies of the player/official rosters for each team **from the home team**. The Referee also collects the match fees from each team (in cash) plus the ID cards for the players and coaches. The referees check in the home team by matching each players' and coaches' ID card to the match roster supplied by the home team, checking off each player and coach. This roster then becomes the official match roster. Players not expected to be present must be crossed out. The referees then repeat the process with the visiting team, using the same official match roster. During, and only during, the team check-in, if asked, referees shall show a Coach or a Team Official their Cal South Photo ID card as proof of Referee certification. If at the start or during the match the Coach(es) for whom the Referee is holding their cards leave the area for any reason, the match must be **immediately suspended and then terminated if the Coach does not return to the area**. The Referee shall submit a match report and submit it to the SSBRA Member At Large.

End of Match Paperwork. After the match, the referee must fill in the score and any necessary comments on the match rosters, including red and yellow cards issued and sign all three copies. The referee must have the coaches or team official sign the official match roster and give each team one of the rosters along with their team's ID cards **except** those of any individuals involved in violent conduct or physical assault on a referee, in accordance with current league policy. If required by the league, the official match roster is then mailed to the league by the Referee along with any confiscated ID cards.

USSF Match Reports. Referees are also required to complete a USSF Match Report for all Red Cards and send the report to the SSBRA Member At Large with-in 24 hours of the Match. Referees are encouraged not to engage in after match conversations with players, coaches, or spectators as these conversations often start out as, or turn into, arguments or debates. If a Coach or Team Official requests information about a Referee after a match, the Referee should provide the Coach or Team Official with the last four digits of his or her USSF ID. Do not use or show your Cal South Photo ID card at any time except before the match during the team check in. Referees shall inform the SSBRA MAL of issues.

Match Ball. Unless governed by league or tournament rules, the home team must supply the match ball (and any backups) and has choice of sidelines. Kickoff is determined by standard FIFA coin flip.

Laws of the Game. FIFA Laws of the Game with certain minor exceptions having to do with substitutions and durations of matches are utilized. League handbooks or tournament rules are the final authority for match procedures.

Tournaments. SSBRA is frequently invited to officiate at tournaments of the California Youth Soccer Association-South (CYSA-S) at more distant locations, such as Bakersfield, Lancaster, Moorpark, Capistrano, etc. SSBRA also officiates at other tournaments for various organizations from time to time.

IX FEE SCHEDULE

Officiating Fee Schedule. A current fee schedule for officiating matches in the various age groups and leagues is available at ssbra.org. Note that some youth tournaments pay at the standard rate, while others have other rates. SSBRA Referees may be paid directly on the fields before each match or indirectly by SSBRA, in which case the Treasurer makes payment to individual Members at a later time.



X BADGE/REGISTRATION REQUIREMENTS

Affiliated Matches. All USSF-affiliated matches require that referees be **USSF-certified and wear the appropriate and current year badge.** This includes CYSA-S tournaments.

Live Scan. Successfully completing the Live Scan process is also required for any youth matches. Completing the Live Scan process is the responsibility of each Member. The Board may help by providing advice on Live Scan locations and availability. Non-Live Scan (RM Approved) members **cannot** be assigned youth matches.

USSF Certification. USSF registration/certification and badges are obtained by each individual member through the CYSA-S office and the national headquarters of the USSF. Paperwork and fees go directly to the CYSA-S office. Cross-certifying from AYSO to USSF is allowed. Non-certified members **cannot** referee matches.

Maintaining Grade or Upgrading. There are both annual renewal requirements and upgrading procedures that must be followed. These include USSF (Cal South) and/or SSBRA required training, written and physical fitness tests and field assessments. **Members are encouraged to upgrade to higher levels,** and SSBRA can assist in this by scheduling assessments, assigning appropriate matches, etc. **At a minimum,** all members **must** keep their certifications current. The SSBRA Board Officers will establish how new member's and current member's knowledge of the Laws of the Game will be determined. The yearly USSF certification requirement is one example/method. SSBRA members must retain his/her USSF certification and be listed on the current Cal South Registered Officials List.

Non-affiliated Matches. For matches under the sponsorship of leagues not affiliated with USSF (such as the J-League), the referees must wear an SSBRA badge. These badges may be obtained from the Member at Large or Secretary at no charge.

XI OTHER REMINDERS

Arrival at Matches. All referees are required to arrive at their assigned field at least **30 minutes** before their first match to allow sufficient time for pre-match coordination and formalities and field inspection. Pre- and post-match tasks and paperwork are considered to be an important part of the referee's duties and are to be carried out in a professional manner and as required by the rules of the particular competition.

Rainouts. Match cancellations due to wet fields are commonplace. In rainy weather, referees may determine if their matches have been cancelled or rescheduled by checking their e-mails, the league Web sites, their answering machines, the Assignor, or any other source of relevant information. Referees shall assume the match is being played if they do not receive official notification that the match has been canceled. A "no show" by a Referee because "It seemed like the match would not be played" is not an acceptable excuse.

Referee Attire. SSBRA Referees must look (and act) professional. The Referee's appearance not only reflects on the individual Referee but also on the Association. Referee teams must wear matching Referee shirts in USSF approved colors and black referee shorts. While the new style USSF jerseys are not required until the 2018 fall season, referee teams may wear either or both jersey styles until fall 2018 when only the new styles will be allowed to be worn. SSBRA also requires that all three Referees wear the same style of socks. SSBRA does not allow Referees to wear long pants while refereeing matches. The rest of the referee uniforms must be in good condition and conformity. Referees must arrive dressed in proper attire. Referees shall only change their shirts on the field. A cap may



generally be worn, but only if it's an all-black, baseball cap or visor with no writing or symbols on it of any kind. In addition, SSBRA Referees must abide by any and all League or Tournament dress codes.

Parking Reimbursement. While parking fees are part of typical business expenses like expenses for gas and uniforms, SSBRA will reimburse actual receipted parking expenses for referees officiating matches assigned by SSBRA when no free parking is available. This reimbursement will not exceed \$5 per day or \$10 per day if part of a car pool of two or more when arriving at the venue. Request for reimbursement for receipted parking when referee fees are paid by SSBRA shall be made to the treasurer, by email with receipt included, within 7 days after the date on the parking ticket, payment will be added to the game fees check. Request for reimbursement for receipted parking where game fees are paid on the field shall be made at the next regular general membership meeting or by email with receipt to the treasurer if the member cannot attend the meeting. Requests for car pool parking must include the names of the referees in the carpool. Parking is not reimbursable 30 days after the date on the parking receipt.