



# **SOCCER SOUTH BAY REFEREE ASSOCIATION BYLAWS**

## **I NAME**

The name of the organization shall be: Soccer South Bay Referee Association.

## **II PURPOSES**

The purposes for which this organization is formed are:

- A. To establish and maintain a high level of soccer officiating.
- B. To recruit, train, and evaluate referees to officiate soccer games in the CALSOUTH REGION.
- C. To coordinate the assignment of referees to games in leagues served by the Soccer South Bay Referee Association (hereinafter called the Association or SSBRA) in this area.
- D. To standardize the interpretation and application of the Laws of the Game in accordance with FIFA and USSF decisions.
- E. To promote the game of soccer throughout the community by encouraging a better understanding of the Laws.

## **III NONPROFIT**

This Association is organized exclusively for nonprofit purposes, and no part of its net earnings shall inure to the benefit of a member, officer or director thereof.

## **IV MEMBERS**

- A. Membership in this Association shall be limited to referees 14 years of age or older. All members must be; USSF Certified, registered with Cal South, meet all applicable Cal South Youth and Adult requirements, including Risk Management, and photo requirements, and have satisfactorily met the standards prescribed by SSBRA to demonstrate their knowledge of the Laws of the Game, their physical ability and their officiating proficiency for continued membership in SSBRA.



- B. Applications (both New and Returning) shall be approved by the Board of Directors (BODs).
- C. To be considered a member in good standing, each member shall;
  - 1. Attend at least five Cal South training sessions on the Laws of the Game each year.
  - 2. Maintain physical abilities equivalent to the level of assigned competition.
  - 3. Attend at least 5 SSBRA membership meetings per year. The Board will review requests for exceptions.
  - 4. Participate in assessments assigned by SSBRA.
  - 5. Have paid all dues and assessments within 30 days of the due date.
  - 6. Conducts himself/herself in a professional manner while representing or being associated with SSBRA on and off the field.
- D. Levels of Membership
  - 1. Membership will consist of three levels: full members, probationary members, and honorary members. Probationary members are those who are joining SSBRA for the first time. The Board of Directors may allow full membership at its discretion.
  - 2. Probationary members have the rights of full members including voting rights, but may not run for an office.
  - 3. Probationary members must attend a BOD approved orientation/training workshop as scheduled by the BOD. This workshop will occur within one year of joining. A member who does not attend the scheduled workshop will remain a Probationary member and may be moved to the bottom of the assignment list until she/her attends the workshop. If the member does not fulfill this requirement within the year, BOD may elect not to accept that member in the next year. A probationary member may request an extension from the BOD due to unforeseen circumstances.
  - 4. Honorary members have the rights of full members but are not assigned matches and may not run for office.

## **V FEES AND DUES**

- A. The annual dues are payable on or before June 1 of each year and are outlined in the SSBRA Guidelines. There is a 1-month grace period for payment. The Membership year remains July 1 to June 30.
- B. Special assessments, when approved by membership voting at a membership meeting, may be levied on members when necessary to sustain the Association.
- C. Match Fees are determined in various manners (as described below) based on the specific league and or event. All fees are approved by the SSBRA BOD and documented on the SSBRA web-site.
  - 1. Match Fees for Youth Club associations (i.e. CSL and DSL) are determined by the applicable Soccer association.
  - 2. Match Fees for the Adult Leagues (i.e. J-Liga, SBPSL, MB 7v7, BH 7v7, etc.) are determined through negotiations between SSBRA and the applicable league and approved by the SSBRA BOD.
  - 3. Match fees for Tournaments are determined based on the specific tournament. Some tournaments have established fees and others are negotiated between SSBRA and the applicable tournament and approved by the SSBRA BOD.  
Note: Match times for tournaments may be shorter affecting the match fees.



4. Friendly Match fees will be based on the associated fee structure approved by the BODs. (i.e. a Friendly CSL match fee is the same as the match fee for a regular season match.) A discount may be applied to the standard fee structure with BOD pre-approval.
  5. The BOD will review and approve any other type of match fees.
- D. Assignor fees are determined by the BOD on a yearly basis. Fees are documented in Board Meeting minutes.
- E. Treasurer fees are determined by the BOD on a yearly basis. Fees are documented in Board Meeting minutes. These fees cover the Treasurer's costs for printing, mailing, checks to members and maintaining SSBRA financial reports and archives.

## **VI BOARD OF DIRECTORS**

- A. The Board of Directors is made up of five "Elected Officers" and their duties are described in VII ELECTED OFFICERS and "Appointed Board Members" also referred as "Non-Elected Board Members" and their duties are described in VIII APPOINTED BOARD MEMBERS – NON-ELECTED BOARD MEMBERS.
- B. Board of Directors duties:
1. Deal with all matters pertaining to Association business.
  2. Deal with all matters pertaining to soccer and referees as related to the Association.
  3. Have sole discretion to deal with disciplinary matters related to Association members. (Subject to Section XI).
- C. Authority:
1. All Board decisions (except disciplinary matters) shall be final, subject to appeal by 2/3 of the members present at a membership meeting (Subject to Section XI). Appeals must be made no later than in the 2<sup>nd</sup> membership meeting after the Board's decision in the GMM or AGM meeting minutes.
  2. The Board of Directors shall deal with all differences and controversies which may arise within the Association, or any other matters not covered by the Bylaws. Issues within the Board involving Appointed Members are elevated to the Elected Officers as deemed necessary by the Elected Officers.
  3. Majority vote by the Board of Directors may immediately dismiss any member of the association for just cause. (Subject to section XI).
- D. Meetings:
1. Shall be held not less than bimonthly.
  2. Shall be held at the request of the President.
  3. Prior notice of upcoming meetings shall be given to Board members.
- E. Quorum - A majority of the Board members including either the President, Vice-President or both.
- F. All Members of the Board must be Members of the Association in good standing.



## VII ELECTED OFFICERS

- A. The five Elected Officers, President, Vice President, Secretary, Treasurer, and Member-at-Large, shall be elected by a vote of the membership at the Annual General Meeting (AGM) based on the election cycle of each office. Each office election cycle is outlined below. Only members in good standing are eligible to vote at the Annual General Meeting.
1. President, Secretary, and the Member-at-Large are elected for two-year terms in even-numbered years.
  2. Vice President and Treasurer are elected for two-year terms in odd numbered years.
  3. The term of office of newly-elected officers shall begin on the first of July after elections.
  4. If an office becomes vacant during the first year of a term, a replacement shall be elected for the second year of the term at the next AGM.
- B. Duties of the five Elected Officers are to;
1. Oversee the activities of the Board.
  2. Appoint an Assignor and an Instructor/Trainer
  3. As necessary, appoint other Appointed Board Members having duties deem necessary for the good of the Association and its members.
  3. Appoint members to Board of Directors office vacancies whose terms will last until the next AGM.
  4. Deal with all differences and controversies elevated to the Elected Officers by the Board of Directors or Elected Officers.
- C. Duties of each Officer are described below.
1. President - The duties of the President are;
    - a. Perform the duties incident to this office and such other duties as may be required by law. He/she shall be the Association's official public spokesperson.
    - b. Supervise and control the business of SSBRA with the consent of the BODs.
    - c. Preside at all meetings of the membership and of the Board of Directors.
    - d. Conduct business in the interest of the association and its members.
    - e. Directs and supervises other Board members on SSBRA business ensuring the best interest in the Association is maintained.
  2. Vice President - The duties of the Vice President are to:
    - a. Exercise the powers of the President in the event of his absence or disability.
    - b. Assist the President in the performance of his duties.
    - c. Chair the Grievance Committee and select the Committee members.
    - d. Have such powers and perform such other duties as may be imposed by law or as may be prescribed by the Board of Directors.
    - e. Manage the Member Ranking process each year and work with the Association's Instructor in regards to requests for assessments by the membership.
  3. Treasurer - The duties of the Treasurer are to:
    - a. Receive all moneys due to the Association.
    - b. Deposit collected monies in such depository as designated by the BODs.
    - c. Disburse monies as required and approved by the Board of Directors.
    - d. Maintain adequate and correct books of account, showing receipts and disbursements of the Association and an account of its cash and other assets.



- e. Prepare and serve statements of account for dues of members and the organization.
  - f. Provide a financial report at a minimum of 5 membership meetings per year spread out across the year.
  - g. Prepare an Association fiscal budget for the Board of Directors as a guideline for expenditures.
  - f. Perform such other duties incident to the office as may be assigned by the Board of Directors, or as required by law.
4. Secretary - The duties of the Secretary are to:
- a. Take minutes and maintain a book of the minutes of all meetings of the Board of Directors and the general membership.
  - b. Maintain an up-to-date roll of all members.
  - c. Perform such other duties incident to the office as may be assigned by the Board of Directors, or as required by law.
5. Member-at-Large - The duties of the Member-at-Large are to:
- a. Represent any member who appears before an Appeals Board, unless requested otherwise.
  - b. Receive and review all USSF Match reports generated by SSBRA Referees for all Red Cards (Sent offs) and serious injuries.
  - c. Approve all USSF Match reports and forward the reports to the applicable party as deemed appropriate by the BOD.
  - d. Perform such other duties incident to the office as may be assigned by the Board of Directors, or as required by law.
  - e. The Member-at-Large may not vote on member's disciplinary matters.

## **VIII APPOINTED BOARD MEMBERS – NON-ELECTED BOARD MEMBERS**

- A. Appointed Board Members are appointed each year by the Elected Officers.
- B. Appointed Board members will serve at the discretion of the Elected Officers.
- C. All Non-Elected Board Members shall be ratified at the next membership meeting after their appointment. Non-Elected Board members shall serve until the first board meeting after July 1 of each successive year.
- D. If an office becomes vacant during the term, The Board OF Directors will appoint a replacement who will serve the remaining period of that term.
- E. Duties of the Appointed Board Members.
  - 1. Assignor – Working for the Board Officers, assigns matches utilizing the Member Ranking provided by the Board. The assigner shall not be influenced by any individual Board Member or General Member but shall follow Board approved directions or requests.
  - 2. Instructor/Trainer and Mentor - develops, schedules, and manages instruction and training courses & clinics for SSBRA members. These training and clinics may occur during the normal SSBRA Membership meetings or at others times agreed upon by the BOD. Assigns Mentors to SSBRA members for growth and improvement. Note: If this position is not filled by the BOD, these duties are completed by Mentor and Assessment.



3. Referee Coach - Schedules coaching opportunities for member's in response to requests from members to advance their USSF Referee Grade or in response from the BOD to review member's abilities or for referee rankings. Note: If this position is not filled by the BOD, these duties are completed by the Instructor/Trainer and Mentor.
4. Other Appointed Offices as deemed necessary by the Elected Board Members

## **IX ANNUAL GENERAL MEETING**

- A. The Annual General Meeting (AGM) shall be held in June of each year.
- B. The time and location shall be set by the President.
- C. Prior notice shall be mailed or e-mailed to each member.
- D. A quorum of the AGM shall be 25% of all members, including honorary members.
- E. All meetings shall be governed by Robert's Rules of Order, as may be revised from time to time.
- F. Changes to the Bylaws may be proposed in the following manner:
  1. Bylaws may be changed only during the AGM, the October membership meeting or the February membership meeting by a vote of a majority of a quorum of the voting membership, except as noted in section XIII (J). Only members in good standing are eligible to vote.
  2. All proposed Bylaw amendments shall be presented in writing at the membership meeting immediately prior to the next membership meeting where it will be voted on. Such amendments shall be published in the minutes of that meeting and distributed to the members not less than one week prior to the membership meeting or a membership meeting or the AGM.

## **X GENERAL MEETINGS**

- A. There shall be a minimum of five membership meetings per year.
- B. The time and location shall be set by the President.
- C. The meeting schedule shall be available on the SSBRA website prior to the meeting or a meeting notice shall be mailed or e-mailed to each member.
- D. A quorum of the membership meeting shall be 25% of all members, including honorary members.
- E. All membership meetings are open to the general public.
- F. The agenda will include Association business, discussion of the Laws of the Game, or other matters as they pertain to soccer.





## **XI MEMBERSHIP CODE OF CONDUCT**

- A. Any member creating a breach of faith or slandering a member of this Association or any other referee association shall be considered guilty of improper conduct.
- B. Members shall respect and abide by any & all decisions made by this Association.
- C. Members shall conduct themselves in a respectable manner. They shall abide by these Bylaws and the USSF Referee's Code of Conduct.
- D. All charges against a member shall be made in writing to the President setting forth full details. The President shall notify the member of the charges against him. The member will be given 72 hours either to offer a written response or at his option request a hearing before the Board of Directors.
- E. The President shall present the written charges & the member's response, if any, to the BOD. Alternatively, the BOD shall afford the member a hearing on the charges.
- F. The Board shall decide by majority vote of the total number of Board Members any penalties and/or fines which it deems appropriate, including suspension and expulsion from the Association.
- G. If the Board of Directors upholds the disciplinary action, the member may request an appeal of the decision to the Grievance Committee. This appeal shall be made in writing to the Secretary within 7 days of receiving the notice of upheld charges.
- H. The Grievance Committee Chairperson will set up a meeting to be held within 7 days of receiving the request for said meeting. The meeting shall be conducted with a representative of the Board of Directors, the aggrieved member, the Member-at-Large if requested, or any other SSBRA member acting as an advocate for the aggrieved. With both sides present, they will present their arguments to the Grievance Committee and then leave the meeting.
- I. The Grievance Committee, after hearing both sides, shall determine to uphold, modify or dismiss the charge(s) against the member. The Grievance Committee Chairperson shall provide a written notification to the Secretary and the aggrieved member of their decision. Notice shall be delivered within 3 days of the meeting.
- J. The decision of the Grievance Committee shall be final.
- K. The Grievance Committee:
  - 1. Shall be composed of at least four members appointed by the Vice President.
  - 2. The Chairperson of the Grievance Committee shall be the Vice President. He/She shall vote only in the case of a tie vote. All other members of the Grievance Committee shall not be members of the Board of Directors.
  - 3. In the event that a member of the Grievance Committee will be involved in the hearing as the member being charged or as the accuser, that Committee member shall be replaced. If the Vice President is involved in the hearing, the Treasurer, who will act as the Chairperson of the Grievance Committee, shall replace him/her.



## **XII UNIFORMS**

- A. The official uniform shall be as defined by USSF or as otherwise defined by the Association. Association referees will follow the guidelines as set by the governing bodies of each competition.
- B. While officiating games which are assigned by the SSBRA assignor, the referee must wear the appropriate USSF referee badge during USSF-affiliated games, and the Association badge during non-USSF affiliation games.

## **XIII GENERAL OPERATING PROCEDURES**

- A. A referee assigned to a game who fails to report to an assignment for any cause shall be subject to disciplinary action by the BOD.
  - 1. When a Referee is tardy in submitting match cards, match reports or player cards, the referee may be fined 1/2 of the total referee match fee for subsequent offenses within one year. This rule will apply to all leagues with which SSBRA has a contract specifying a time for submitting the cards and/or game reports.
  - 2. When a referee fails to fulfill a commitment for a game assignment properly assigned by the Association, the referee will be fined the referee match fee per assignment. In addition, the referee will pay any penalties charged to SSBRA.
  - 3. If there is a referee no-show in a game scheduled to use the Diagonal System of Control, the senior referee will decide on the method of game control unless specified by the league.
  - 4. If the SSBRA assignor makes a mistake in game assignments, the Association will pay one-half of the Referee/AR fee to the referee assigned in error, provided the referee requests payment in writing by submitting a request within 30 days.
- B. A member assigned to a game shall be on the playing field in sufficient time but not less than 30 minutes before the scheduled game time to perform the necessary pre-game activities and assure that the game will start at the prescribed time.
- C. No referee may change his assignment without the prior approval of the assignor.
- D. No member may solicit or accept assignments for games served by the Association except through the assignor or his designated representative.
- E. As members are assigned matches based on her/his rankings, a member may request an assessment for the Ranking Committee to utilize to determine if a change to the referee's rankings is appropriate. Member requested assessments are paid for by the member. The BOD may also elect to have assessments conducted for specific members to verify rankings or performance. BOD required assessments will be paid for by the Association.





- F. The Association shall attempt to purchase medical/liability insurance to covers its members in good standing while refereeing games scheduled by the assignor. In the event such insurance cannot be obtained at a reasonable fee in the judgment of the BOD, all such insurance shall be the sole responsibility of each member. The Association will not accept medical or liability claims for injury or property damage.
- G. Liability insurance premiums for the Board of Directors shall be borne by the Association for coverage while conducting Association business.
- H. Any member has the right to appeal a decision (except disciplinary matters) rendered by the Board of Directors. Appeals may be made per **VI (C.1)** or per **XI (G-K.3)**.
- I. Operating procedures may be amended by majority vote at a membership meeting, and shall be considered the official policy of the Association.
- J. The Board of Directors shall form a committee to review the By-laws on the odd numbered years unless the President or Board deems a special review is needed.
- K. Any member may propose an expenditure of Association funds for a worthy soccer-related purpose, subject in all cases to the approval of the Board of Directors under the provisions of paragraphs VI (C.1.) and VII (C.3.C.).
- L. The Board of Directors shall choose a non-Board member(s) to perform an informal assessment of the Association's financial records in even-numbered years. The results of the assessment will be made available to the Membership.