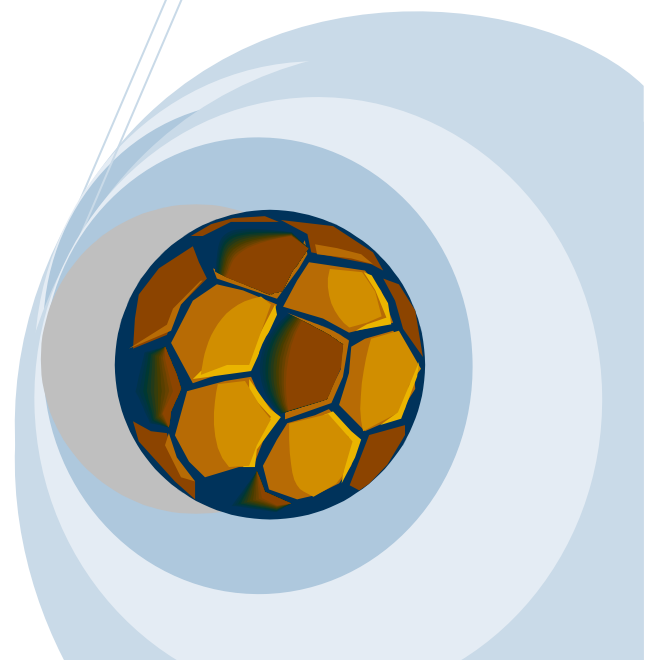
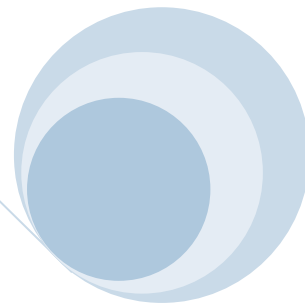


ALABAMA
SOCCER
REFEREE/
ADMINISTRATION
MANUAL

October 1, 2016



Alabama Soccer Referee Manual

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SECTION 1: GENERAL

1.1 STATE REFEREE COMMITTEE

1.1.1 STATE REFEREE ADMINISTRATOR (SRA)

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Madison, AL 35758

1.1.2 STATE YOUTH REFEREE ADMINISTRATOR (SYRA)

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1.1.3 STATE DIRECTOR OF INSTRUCTION (SDI)

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Madison, AL 35757

1.1.4 STATE DIRECTOR OF ASSESSMENT (SDA)

Klaus Staefe 150 Heritage Lane kstaefe@hotmail.com
Madison, AL 35758

1.1.5 STATE ASSIGNOR COORDINATOR (SAC)

Coral Gubler 268 Woodlands Ave (406) 360-8255 soccer.cmg@gmail.com
Mobile, AL 36607

1.1.6 AREA REFEREE ADMINISTRATOR (AREA 1)

Cedric Thomas 127 Castlewood Dr (571) 235-5797 cedricthomas@msn.com
Madison, AL 35756

1.1.7 AREA REFEREE ADMINISTRATOR (AREA 2)

Kris Rose 104 Loyola Circle (205) 620 3492 krisjrose@bellsouth.net
Helena, AL 35080

1.1.8 AREA REFEREE ADMINISTRATOR (AREA 3)

Jonathan Sauers 817 Woodbend Dr (615) 498-3152 jonsauers@hotmail.com
Semms, AL 36575

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1.2 GENERAL INFORMATION

The Alabama Referee Development Program serves the Alabama Soccer Association (ASA) formed as per USSF policy. The Program offers an opportunity for every referee, instructor, assessor and assignor candidate to receive instruction and training as well as a plan for growth and development.

Administration, testing, instruction, assessment and development shall follow the criteria suggested by the USSF National Referee Committee as described in the current USSF Bylaws, USSF Procedures, Guide to Procedures and USSF memorandums updating policy and procedures. The Alabama SRC may require additional criteria, as specified by USSF procedures, for upgrade and re-certification.

The State is subdivided into three areas for the purpose of administration, instruction and assessment

Area 1: Anniston, Gadsden, Huntsville, Decatur, and Florence

Area 2: Cullman, Birmingham and Tuscaloosa

Area 3: Alexander City, Auburn, Phenix City, Montgomery, Dothan, Enterprise, Mobile, and Daphne.

The Referee Development Program consists of:

- Referee Instruction
- Referee Assessment
- Referee Planned Growth and Development

1.3 STATE REFEREE COMMITTEE RESPONSIBILITIES

The Alabama State Referee Committee responsibilities include the following:

1. Plan and develop the referee program in the State Association's jurisdictional area.
2. Develop and present an operating budget.
3. Consider requests to waive instruction, registration, and assessment requirements. The committee will only consider requests for a waiver presented in writing and with all supporting documentation.
4. Meet a minimum of three times annually or at the call of the Chairperson.

1.3.1 APPOINTED POSITIONS

All appointed positions must meet the following criteria:

1. Individuals must be registered with the USSF in some category (e.g., referee, assessor, assignor or instructor).
2. No individual may hold more than one position appointed by the SRA, SYRA, SDI, SDA, or SAC as appropriate.
3. Individuals appointed to new positions must relinquish other administrative positions within one month.
4. All appointed positions shall be reviewed annually.

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1.3.1.1 CHAIR – STATE REFEREE COMMITTEE

Appointment:

The SRA serves as the Chair of the Alabama State Referee Committee (SRC)

1.3.1.2 THE SRA SERVES AS THE CHAIR OF THE ALABAMA STATE REFEREE COMMITTEE (SRC).

Responsibilities:

1. Reports to the ASA President
2. Oversees the Instruction, Assessment, Assignor and Administration Programs.
3. Recommends individuals to be appointed to referee program administration positions.
4. Responsible for all communication with the USSF Office and Referee Committee in reference to Referee Development Program.
5. Submits semi-annual and annual reports on the referee program to ASA.
6. Responsible for the State Referee Development Program.
7. Processes complaints filed against any USSF-registered referee, assessor, instructor or assignor in ASA jurisdiction and determines action to be taken. Additional action may require forwarding the complaint to the Ethics & Grievance Committee as prescribed in the USSF By-Laws, USSF Procedures, USSF Referee Administration Handbook, USSF Official Administrative Rule Book, and the Alabama Referee Handbook.

1.3.1.3 STATE REFEREE ADMINISTRATOR

Appointment:

1. Chairs the State Referee Committee.
2. Appointed by the Alabama Soccer Association President with the advice of the State Referee Committee. Serves for a period of two years and may be reappointed.
3. Subject to an annual performance evaluation conducted by the ASA President.

Responsibilities:

1. Chairs the State Referee Committee.
2. Responsible for administrative tasks of the State Referee Development Program.
3. Maintains a current database of all referee, instructor, assessor and assignor registrations.
4. Serves as the records manager for the State Referee Committee.
5. Ensures all USSF and State requirements are met prior to registering referees.
6. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.
7. Performs all other responsibilities as described in the USSF Job Description for State Referee Administrator (See, Appendix A).

1.3.1.4 STATE YOUTH REFEREE ADMINISTRATOR (SYRA)

Appointment:

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1. As per USSF policy: Appointed by the Alabama Soccer Association (ASA) President with the advice of the SRA. Serves for a period of two years and may be reappointed.
2. Subject to an annual performance evaluation conducted by the ASA Board of Directors.

Responsibilities:

1. Serves as liaison between the State Referee Committee and the ASA.
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 SRC and ASA.
4. Performs all other responsibilities as described in the USSF Job Description for State Youth Referee Administrator (See, Appendix A)

1.3.1.5 STATE DIRECTOR OF INSTRUCTION (SDI)

Appointment:

1. As per USSF policy: Appointed by State Referee Administrator.
2. Serves for a period of two years and may be reappointed.

Responsibilities:

1. Reports to the State Referee Committee Chair/SRA.
2. Implements the State Referee Development Committee programs.
3. Establishes training programs that comply with USSF policy.
4. Ensures that instructors receive periodic training.
5. Evaluates referee instructors and recommends recertification and/or promotions.
6. Administers the Alabama Referee Instruction Program.
7. Interprets the Laws of the Game at the State Association Level. Serves as a liaison in matters pertaining to instruction and interpretations of the Laws of the Game between the Federation and the State Association.
8. Develops and submits an annual operational budget for the clinics, training and instructional programs.
9. Performs all other responsibilities as described in the USSF Job Description for State Director of Instruction (See, Appendix A).

1.3.1.6 STATE DIRECTOR OF ASSESSMENT (SDA)

Appointment:

1. As per USSF policy: Appointed by State Referee Administrator.
2. Serves for a period of two years and may be reappointed.

Responsibilities:

1. Reports to the State Referee Committee Chair/SRA.
2. Implements and administers the Alabama Referee Assessment Program.

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3. Verifies assessments to the SRA.
4. Evaluates referee assessors and recommends re-certification and/or promotion.
5. Maintains complete records of all referee assessments by referee and assessor.
6. Implements SRC directed assessment programs to include the upgrade process.
7. Processes all paperwork in a timely manner.
8. Conducts or sponsors training clinics for assessors, in coordination with the SDI, to ensure the availability and advancement of assessors.
9. Develops and submits an annual Assessment Program operational budget to the SRC
10. Performs all other responsibilities as described in the USSF Job Description for State Director of Assessment (See, Appendix A).

1.3.1.7 STATE ASSIGNOR COORDINATOR (SAC)

Appointment:

1. As per USSSF policy: Appointed by State Referee Administrator.
2. Serves for a period of two years and may be reappointed.

Responsibilities:

1. Reports to the State Referee Administrator.
2. Implements and administers the Referee Assignor Program as directed by USSF.
3. Processes all paperwork in a timely manner.
4. Develops and submits an annual operational budget for the administration of the Referee Assignor Program to the State Referee Committee.
5. Performs all other responsibilities as described in the USSF Job Description for State Assignor of Coordinator (See, Appendix A).

1.3.1.8 AREA REFEREE ADMINISTRATOR (ARA)

Appointment:

1. Appointed by State Referee Administrator with the advice of the SRC.
2. Subject to an annual performance evaluation conducted by the SRC.

Responsibilities:

1. May be invited to SRC meetings and may provide input without voting .
2. Assigned tasks as required by the SRA.

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SECTION 2: REFEREE

2.1 ELIGIBILITY

1. Referee applicants age 14 and older must complete the Grade 8 Entry Level course. Referees are considered independent contractors and should not assume assignments within a calendar year.

2.2 REGISTRATION AND TESTING

1. Administration of registration and testing of referees, instructors, assessors and assignors is coordinated by the SRA, SDI or SDA as appropriate.
2. Referee, instructor, assessor and assignor testing is done at applicable clinics as determined by the SDI and SDA.
3. Instructors approved by the SDI do the testing.
4. Requests for new referee re-certification clinics are submitted and approved by the SDI. The clinic request form can be downloaded from the Alabama State Referee Committee website (alassoccerref.com) and submitted to the SDI.
5. Referees are registered annually for the period January 1 to December 31 after completion of an annual re-certification clinic, successfully passing the re-certification exam and for some referee grades (7-5) passing a physical fitness test and field evaluations.
6. Candidates who fail any written, state-administered test must wait 30 calendar days before retesting unless approved by the SRA or SDI under special circumstances.
7. Recertification clinics are conducted from August of the preceding year through April of the registration year. All registrations are completed on-line at www.arbitersports.com.
8. There will be a late-fee charged to all participants attending a recertification clinic from January 1 to April 30 of the registration year.
9. **The referee registration fee will be posted on the ASRC website for each registration year.**

2.3 REGISTRATION AND TESTING: REFEREE GRADES

2.3.1 REFEREE (GRADES 8 AND 7)

1. Referee grade 8 must attend an annual re-certification clinic, pass the current re-certification test with a score of 80% and go online to pay their USSF certification dues to be registered.
2. In addition to completion of an annual re-certification clinic, current Grade 7A referees (as of 2015) must successfully pass the grade 7 re-certification test with a score of 80%, the USSF required physical fitness test and one field evaluation or maintenance assessment.
3. Grade 8 referees who miss one-two consecutive years of registration can re-register after completing a re-certification clinic. Grade 8 referees who miss three or more consecutive years of registration can be re-registered upon completion of the Entry Level Referee Course
4. Re-certifying referees who wait until after June 30 to re-register **shall not be added to the assignment lists until the following January 1.** (e.g. A referee last registered in 2014 may take a 2016 re-certification course in August 2015 but shall not be assigned until January 1, 2016).

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5. The referee must provide documentation supporting their training, testing, and assessment and the documentation must accompany the referee's registration forms.
6. Referees 18 years of age and older must complete Risk Management (background checks).

2.3.2 STATE REFEREE (GRADE 6 & 5)

1. Must be currently registered as a State Referee with the USSF.
2. Attend an Alabama, Region III, or National-sponsored State Referee Re-certification clinic. Partial attendance of instruction modules at Re-certification clinics is not acceptable.
3. Meet the Alabama game requirements.
4. Grade 6 referees must attain a score of 80% on the current USSF State Referee re-certification examination.
5. Grade 5 referees must pass the National Test
6. Successfully complete the USSF State Referee Physical Fitness Test.
7. Satisfy the current assessment as specified in section 4.3.2
8. Must attend a regular local re-certification clinic and the State Referee Clinic.

2.3.3 REFEREE EMERITUS

Emeritus grade allows a National or State Referee the option of retiring from those levels of officiating while retaining that grade and continuing to referee at a lower level.

To become an Emeritus Referee, the official must:

1. Submit a personal letter of intent to the SRA who will initiate the appropriate paperwork.
2. Have held the National or State Referee grade for a minimum of three years at any time in the referee's career prior to the request for emeritus status.

Emeritus Referees:

1. Receive an Emeritus Referee Badge, a card, law book and all general mailings.
2. May reinstate as an active referee at the level the official retired from once all the criteria for the grade have been met which is: pass the appropriate written examination, physical fitness test and maintenance assessment on the appropriate age or level of match (if required).

2.4 POLICY FOR TRAINING COURSES

The SRC realizes that in order to advance referee development to higher levels it must facilitate these endeavors by either subsidizing or providing the full cost of training. The SRC already provides funds necessary for referees and assessors to attend Regional competition. For referees wanting to upgrade to State Referee, the SRC will evaluate each referee's application for subsidizing the cost of obtaining out-of-state assessments. The application should include the applicant's name, the location of the assessment and the cost of hotel room and travel. The referee's application must be sent to either the SRA or SYRA prior to the event for re-imbursalment consideration. The following costs will be considered for re-imbursalment:

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- a. Cost of hotel room
- b. Cost of travel
- c. Cost of meals

The decision of the SRC will be based on the referee's current standing in the state, mentorship, participation in State League and Tournament games and potential.

SECTION 3: INSTRUCTION

3.1 REGISTRATION

1. Minimum age to become an instructor is 18.
2. Each instructor is responsible for providing the required documentation and registration form to the SDI prior to January 1 of the registration year.
3. The SDI is to ensure that each member of his/her staff is registered before allowing that instructor to give any training.
4. A minimum of five hours of instruction shall be required to re-register.
5. Obtain a score of 80% on the current State Referee examination. If score is not achieved, re-registration will not take place until the SDI is satisfied that remedial training has been accomplished.
6. All Instructors must complete Risk Management (background checks)

3.2 INSTRUCTOR RESPONSIBILITIES

1. Reports to the State Director of Instruction.
2. Implements programs as directed by the Alabama/USSF Referee Instruction Program.
3. Assists the SDI in the development of fellow instructors.
4. Accomplishes the instruction clinics assigned by the SDI.
5. Processes all paperwork for clinics within 3 days after conclusion of clinic.

3.3 INSTRUCTOR GRADES

3.3.1 REFEREE INSTRUCTOR (GRADE 7)

1. Successfully complete the USSF recognized instructor training with appropriate presentations.
2. Perform satisfactorily for one year as a Referee Instructor before requesting upgrade to State Instructor.

3.3.2 STATE INSTRUCTOR (GRADE 5)

1. Successfully complete the State Instructor Course offered by USSF at their own expense.
2. Be registered as a State Referee for a minimum of one year at any point in the referee's career.

3.4 CLINIC INFORMATION

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1. Each clinic shall be authorized by the SRA, SYRA, SDI and SDA, as appropriate.
2. The Instructor shall receive a fee set annually by the SRC per day of instruction plus travel expenses, if more than 50 miles away from residence. Additional expenses may be claimed for copying materials but must be accompanied by receipt and verification of validity.
3. A minimum number of applicants for clinics is to be ten unless prior approval is obtained, in writing (email is acceptable) from the appropriate director. No new referee classes will be conducted after March 1st.
4. Costs for all clinics shall be set annually by the SRC.
5. No clinic registration fee will be charged to individuals receiving referee re-certification training scheduled and approved by the SDI. EXCEPTION: There will be a late-fee charged to all participants from January 1 to April 30 of the registration year.
6. A Grade 7 clinic will be conducted no more than twice a year with a cost to each participant. The clinic will be at a location and time approved by the SDI.
7. A Grade 6 clinic (State Referee) will be conducted no more than twice a year with a cost to each participant. The clinic will be at a location and time approved by the SDI

3.5 ASSIGNMENT OF INSTRUCTORS

3.5.1 INSTRUCTOR

Appointment

1. By the SDI on a per clinic basis
2. Only instructors who have attended and successfully completed the annual Instructor/Assessor Clinic may serve as a clinic instructor. Instructors are independent contractors and should not assume assignment within a calendar year.

Responsibilities

1. Communicates with candidates for all clinics, as appropriate. This is to be done on an individual basis or a sponsoring organization guaranteeing minimum attendance.
2. Coordinates instruction with other instructors as approved by the SDI.
3. Provides clinic/course feedback analysis to the SDI, as applicable. This is to be done in concert with the applicable clinic instructor(s).
4. Processes roster on the approved forms within three (3) days of the course conclusion. Rosters are to be forwarded to the SRA, SYRA, and SDI. Sends funds collected at the clinic for each attendee to the SRA within three (3) days after the clinic.

3.5.2 REFEREE INSTRUCTOR (GRADE 7)

Entry-level referee instruction and re-certification clinics (grades 6 and below).

3.5.3 STATE REFEREE INSTRUCTOR (GRADE 5)

Lead instructor/instructor for Referee entry level, re-certification and upgrade clinics (grade 06 and below).

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3.5.4 NATIONAL INSTRUCTORS

All state and national level clinics

3.6 APPROVAL FOR ADVANCED TRAINING CLASSES

The following steps must be taken before training courses can be approved:

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 Alabama and USSF requirements.

3.7 PAYMENT OF INSTRUCTORS, RE-CERTIFICATION AND ENTRY LEVEL CLINICS

1. The SRC determines instruction fee annually. Travel expenses will be paid in accordance with SRC policy.
2. The instructor will process all forms within the specified time and forward any and/or all registration fees to the SRA. The instructor will be paid the established fee during the first full week of the following month after conclusion of the clinic.
3. The SRC sponsors one statewide recertification clinic every year held at multiple locations over a weekend. This clinic is free to all referees.
4. For all re-certification clinics, sponsors must coordinate and obtain approval from the SDI.

Re-certification Clinics:

- i. The SRC will pay for a maximum of four clinics per re-certification year (July 1 – June 30) in a single geographical area. Additional re-certification clinics may be requested and must be approved by the SDI. The Instructor fee paid will be based on the SRC approved rate.
- ii. SRC paid re-certification clinics may be held any time during the 12-month registration period; however, it is recommended that the clinics be conducted between August 1 through December 31, of the current year. Re-certification clinics conducted after January 1 must charge a \$25 late registration fee per person attending the clinic (fee paid to the State). No Sponsoring Organization or Individual (hereafter referred to as Sponsor) will assess additional “late” fees during these clinics.
- iii. The SRC pays for a single instructor at these re-certification clinics. If more instructors are present, the SRC will only pay the lead instructor. The Sponsor is free to compensate any additional instructors at the current SRC approved rate for re-certification clinics.
- iv. The Sponsor is free to request additional re-certification clinics, as necessary. Instructors assigned at any such additional re-certification clinics shall either be compensated by the Sponsor at the current SRC approved rate for re-certification clinics or the instructor may donate their time and be uncompensated.

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- v. The Sponsor can request cancellation of a clinic a minimum of 48 hours before the start of the clinic. The Sponsor will be responsible for costs incurred by the instructor (to a maximum of the clinic fee) for cancellations after this period.
- vi. **Instructors will not be paid** for any clinic until all course paperwork is properly completed and filed.

Entry Level Clinic

- i. The SDI may assign one or more instructors based on class size. The assignment of instructors is at the discretion of the SDI. The SDI will **only** pay the cost of instructors if conditions ii, iii and iv below are met:
- ii. Each clinic is to have a minimum of 10 attendees. The minimum clinic fee is shown on the ASRC website.
- iii. Registration for an Entry Level Clinic must be completed on-line at arbitersports.com. The attendee must complete the online portion of the Entry Level clinic at www.ussoccer.com before attending the clinic.
- iv. A Sponsor can allow walk-ins to attend the clinic. However, the clinic fee must be collected before the start of the clinic and any monies remitted to the SRA.
- v. Sponsors can request cancellation of a clinic a minimum of 48 hours before the start of the clinic. Sponsors will be responsible for costs incurred by the instructor (to a maximum of the clinic fee) for cancellations after this period.
- vi. **Instructors will not be paid** for any clinic until all course paperwork is properly completed and filed.

Online Registration

USSF registration will continue to be done online. The USSF registration fee plus the Alabama Referee Administration fee will continue to be paid online through Arbitersports.com

3.8 POLICY FOR TRAINING COURSES

To train instructors and assessors, the SRC will evaluate the current needs of the state and consider for re-imbusement the following costs:

- a. Cost of the clinic
- b. Cost of the hotel room
- c. Cost of travel
- d. Cost of meals

An application for re-imbusement must be sent by each instructor/assessor prior to enrollment in a clinic and be pre-approved by the SDI or SDA for consideration by the SRA.

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SECTION 4: ASSESSOR PROGRAM

4.1 ASSESSOR REGISTRATION

Assessors will register online annually. The SDA is to ensure that each member of his/her staff is registered before performing informal or formal assessments. Assessors who do not attend the annual training clinic may not be allowed to register for the next year. Assessors are independent contractors and should not assume assignment within a calendar year.

4.2 ASSESSOR GRADES

4.2.1 ASSOCIATE ASSESSOR (GRADE 9)

1. Successfully complete all requirements for associate assessor-level clinic.
2. Must have been a registered referee for a minimum of three years.
3. Must be at least 25 years of age or older.
4. Must have obtained a minimum referee grade of 7.
5. Assess Grades 7 & 8 developmental or full assessments on youth matches per the SDA.
6. All Instructors must complete Risk Management (background checks)

4.2.1.1 RE-CERTIFICATION - ASSOCIATE ASSESSOR (GRADE 9)

1. Minimum of five developmental assessments during the previous year on any level youth game.
2. Attend and successfully complete an annual in-service assessor clinic.
3. Obtain a score of 85% on the current Referee examination.

4.2.2 ASSESSOR (GRADE 7)

1. Must have obtained a minimum referee grade 7.
2. Must have performed at least fifteen (15) developmental evaluations on grade 07 and grade 08 referees. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media is used).
3. Full assessments limited to upgrade assessments from 8 to 7 on qualifying youth matches as directed by the SDA.
4. One year in grade as Associate Assessor.
5. Must be 26 years of age or older.

4.2.2.1 RE-CERTIFICATION - ASSESSOR (GRADE 7)

1. Minimum of fifteen (15) developmental assessments in the preceding year on affiliated games of grade 7 & 8 referees.
2. Attend and successfully complete annual in-service assessor clinic.
3. Obtain a score of 80 percent on the current Referee examination.

4.2.3 STATE ASSESSOR – PROVISIONAL (GRADE 6)

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1. Must be 27 years of age or older and attained a referee grade 6 or higher at some point in referee career.
2. Minimum of thirty (30) assessments at U-19 level or above using the diagonal system of control. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven (7) days of the assessment (72 hours if electronic media is used). The criteria may be waived by the NDA for current National and retired National and International Referees based on referee experience.
3. One year in grade as a Referee Assessor.
4. Successfully complete the State Assessor Training Course.
5. Recommendation of the SDA to attend a State Assessor Clinic.
6. Obtain a score of 85% on the State Referee examination.
7. Assess Grade 8 – Grade 6 Referees with developmental or full assessments.

4.2.3.1 RE-CERTIFICATION STATE ASSESSOR – PROVISIONAL (GRADE 6)

1. Minimum of five (5) assessments on Grade 6 Referees on adult division 2 or higher level games within the last 12 months
2. Attend and successfully complete annual in-service assessor clinic.
3. Obtain a score of 85 percent on the current State Referee examination.

4.2.4 STATE ASSESSOR (GRADE 5)

1. Must have attained a referee grade 6 or higher at some point in referee career.
2. Minimum of thirty assessments on affiliated games using the diagonal system of control with emphasis on the last 10 games assessing grade 06 referees. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven (7) days of the assessment (72 hours if electronic media is used).
3. One year in grade as State Assessor—Provisional.
4. Recommendation of the SDA.
5. Approval of the National Director of Assessment.
6. Must be 28 year of age or older.
7. Assess Grade 8 – grade 6 referees with developmental or full assessments. Upgrade assessments for grade 8 to 7, grade 7 to 6, and maintenance assessments for grade 6.

4.2.4.1 RE-CERTIFICATION - STATE ASSESSOR (GRADE 5)

1. Minimum of eight (8) assessments of which three (3) must be full assessments at the adult division 1 or higher level games within the past 12 months. 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 is used).A
2. Attend and successfully complete annual in-service assessor clinic.
3. Approval of the SDA.
4. Obtain a score of 80% on the current National Referee examination

4.3 ASSESSMENTS

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1. The following policy is for assessments scheduled for the referee concerned.
2. The referee is not prohibited from being a member of an officiating crew if an assessment is scheduled for another member of the crew.
3. Referee assessments will be limited to one per day.
4. Different assessors must conduct passing assessments in the Referee position (e.g., the same assessor may not assess both required center assessments for State Referees, Grade 6)
5. Apparent conflicts of interest will be determined by the SDA and specific recommendations/procedures given.
6. A referee, who fails his /her first upgrade assessment to grade 7, must pass another assessment. If a referee fails a second upgrade assessment (within a 12 month period from the first assessment), the referee must wait one year from the date of the last assessment to request an upgrade assessment.
7. A referee required to have two passing assessments as a center referee and fails an assessment; a failing assessment must be made up by passing two assessments in addition to the original required number of assessments.

4.3.1 PROCEDURE FOR DEVELOPMENTAL, MAINTENANCE AND UPGRADE ASSESSMENTS

1. Registration with the Alabama referee development program is required for the referee to be entered into the formal assessment program.
2. The referee must complete and submit to the SDA the Application for Upgrade form found on the Alabama State Referee Committee (alasooccerref.com) web site.
3. The Referee/Assistant Referee (currently registered) verifies the required number of matches for the upgrade and completes the following in any order (within a 12 month period):
 - a. Appropriate classroom training
 - b. Passes the appropriate level Referee Exam
 - c. Passes the appropriate Physical Fitness Test
 - d. Passes the required assessments for the upgrade
4. The referee contacts the referee assignor to obtain a couple of assessable games. Upon receiving appropriate assignments, the referee shall notify the SDA of these games. No assessment may be accepted from games in unaffiliated leagues and all members of the referee crew must be currently registered with the USSF. The SDA will determine the availability of assessors and assign an assessor.
5. Upon receiving an appropriate assignment, the referee should notify the SDA of the assignment. The SDA will then schedule the assessment, and provide the referee with the assessor's name, email and phone/cell number. The referee is responsible for contacting the assessor if particulars of the match change. If the assessor is not notified of changes to the match and arrives at the field, the assessor will be paid and the referee must submit another assessment payment.
6. Prior to the formal assessment for upgrading to Referee, Grade 7, the SRC will pay for one full center referee assessment to assist the referee in the upgrade process. **This assessment is for the development of the referee and does not replace the formal upgrade assessment.**

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4.3.2 NUMBER OF MATCHES AND MATCH LEVEL FOR MAINTENANCE AND UPGRADE ASSESSMENTS

1. Grade 7A:
 - a. **Maintenance:** Grade 7A referees shall have one maintenance assessment annually. Pass one maintenance assessment on U-18 Boys Division 1 match or higher (45-minute half). The referee will pay for the maintenance assessment. In addition, the referee must pass the physical fitness test and secure a score of eighty-five percent (80%) on the appropriate referee exam.
 - b. **Upgrade:** Referees must pass the appropriate referee exam, pass the physical fitness test and pass an upgrade assessment. In addition five (5) hours of Intermediate Training above the normal recertification must be completed. Match level for upgrade is: U-18 Division 1 Boys match, U-18 Boys Academy match or Adult 1 Men's match. Individuals upgrading to Grade 7A may use the local league for the upgrade assessment.
2. Grade 6:
 - a. **Maintenance:** State referees, Grade 6 are required to have two maintenance assessments annually, one on a Division 1 adult match (45-minute half) and one on U-18 Boys match or higher (for example, 40-minute half, U18 boys tournament match can qualify). The referee will pay for the assessments. Referees may use the local league for one of their assessments. The second assessment must be in a different geographical area. In addition, the referee must pass the State Referee Exam with a score of 80% , pass the physical fitness test and attend the mandatory State Referee Clinic.
 - b. Grade 6: **Upgrade:** The request for an out-of-state assessment for upgrade to State Referee is to be continued and coordinated through the Alabama SDA. A U-18 Boys Developmental Academy match may be used in lieu of an out-of-state game if an Academy match is available
 - c. **Upgrade to State Referee, Grade 6**, requires two Center Referee and one Assistant Referee assessments, one on a Division 1 adult match and one as a referee or assistant referee in a U-18 D1 Boys match, U-18 Boys Developmental Academy match or higher level match. In addition, the referee must score 80% on the State Referee exam, pass the physical fitness test and secure nineteen (19) hours of State Referee Training to be approved by the SDI. Attendance at the State Referee Clinic is mandatory
3. Grade 5:
 - a. **Maintenance:**
 - b. **Upgrade:**

4.4 MATCH ASSESSMENT AND DEBRIEFING

A minimum of one hour shall be provided for the debrief session after the assessment. If the assessor reports that the debrief session was cut short due to the referee scheduled for another match, the assessment will not count and another assessment is required. The referee will be responsible for the fee for the additional assessment.

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4.5 PROCEDURE FOR DOWNGRADING/UPGRADING A REFEREE

1. Alabama requires Grades 7, 6 and 5, referees to annually complete formal maintenance assessments, pass the appropriate written examination, and pass the physical test. According to USSF, "A referee may be downgraded if the referee fails to meet any of the criteria for the grade they hold. A referee can only be registered at the level where the criteria of a particular grade are met. If referees are downgraded, they do not have to spend a year in the lower grade. Referees may be upgraded when they have met the standard for that grade".
2. A referee who does not take or fails the appropriate written qualifying examination, physical fitness test and maintenance assessment in the current soccer year, January 1 to December 31, will be downgraded at the next re-certification period. Grade 7 referees who fail the maintenance assessment will be downgraded to Grade 8 until they complete a passing assessment. The referee has 60 days to schedule and pass another assessment before the appropriate grade is entered into the USSF data base.
3. State Referees, Grades 6 will be downgraded to the appropriate level. The appropriate grade level for State Referees will be determined as follows:
 - a. Fails written State qualifying examination twice, downgraded to Referee, Grade 7 provided he/she scores 85% on the Grade 8 & 7 re-certification exam and passes the physical fitness test.
 - b. Fails fitness test twice, downgraded to Referee, Grade 8. Alabama grade 7 and 6 referees are expected to pass the physical fitness test.
 - c. Fails maintenance assessment twice on the appropriate match level, downgraded to Referee, Grade 8. The minimum passing assessment score for all levels is 70.
 - d. Any combination of the above.
4. "Referees not registered (or failing any of the above, SRC addition)...the previous year may be certified at the grade previously held after taking and passing the written qualifying examination, fitness test, and assessments.
 - a. A previous Referee grade 7 must pass one assessment on a U19 or higher match to receive a mid-year upgrade to 7. One additional assessment must be completed during the year to maintain the grade for the next re-certification period.
 - b. A State Referee, grade 6, downgraded to Referee, Grade 8, must pass one maintenance assessment for a mid-year upgrade to State Referee, Grade 6. Two additional maintenance assessments are required for grade maintenance for the next re-certification period.

4.6 REFEREE ASSESSMENT PAYMENT PROCEDURE

1. Referee Upgrade Assessments for Referee grades 8 to 7 are listed on the ASRC website. This does not apply to informal developmental assessments requested by local youth associations and coordinated with the SDA.
2. Referee Upgrade Assessment fee of State Referee for grade 7 to grade 6 is listed on the ASRC website. The fee includes two center referee assessments and one assistant referee assessment.

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3. The fee for all maintenance assessments is listed on the ASRC website
4. Assessment fee, check or money order only, made payable to SDA shall be paid in advance of the assessment. If mileage is involved, the referee will be billed for the mileage and the mileage fee must be paid before the assessment is completed.
5. Assessment fees will be determined by the SDA annually. Travel expenses will be paid in accordance with Alabama Referee Development policy.
6. Assessors will be paid by the SDA, an established fee upon receipt of all properly completed assessment paperwork.
7. The assessor shall process all forms within the specified time - seven days for the assessment forms (72 hours via electronic media; e.g., email) and fourteen days for the Expense Report.

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SECTION 5: ASSIGNOR PROGRAM

5.1 ASSIGNOR REGISTRATION

Each assignor shall register on line annually with USSF prior to January 1 of the registration year. Beginning in 2008, each assignor is required to attend a mandatory in-service clinic every two years and fulfill all in service training requirements before he/she is approved for assigning. The training at a mandatory clinic (given in even years) is valid for 2 years. If an assignor misses the mandatory 2 year clinic, a make-up in-service training clinic may be offered depending on need. A clinic fee may be charged to all attendees of the make-up clinic. All assignors are considered Independent Contractors and should not assume that they will be used as an assignor within a calendar year.

5.2 OBJECTIVE

It is the objective of SRC, 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.

5.3 STRUCTURE

1. The Referee Assignor Program consists of four levels of position
 - a. State Director of Assignment (SDA)
 - b. State Games Assignor(s) and League Assignors
 - c. Tournament Assignors
 - d. Assignor Appointment
2. Referee Assignors for the State Leagues are selected by the SYRA, in all other cases they should be selected by the tournament/league being served, with the advice 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. Assignor candidates must successfully complete the 8-hour USSF Referee Assignor Training Course taught under the direction of the SDI and properly registered as an assignor with USSF.
3. Only in an emergency may a non-certified or non-registered assignors 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.

5.4 REFEREE ASSIGNING IMPLEMENTATION

1. A list of currently registered referees will be furnished to certified registered referee assignors by the SRA. Assignors should review the directory prior to making any assignments and prior to the start of the season. Only this approved list (with the exception of out of state referees) will be used for assigning referees.

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2. The referee assignor may not sell or otherwise transmit any directory of registered referees received from the SRA to any outside third party.
3. 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.
4. 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.
5. 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.
6. 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 the complaint be filed in writing to the Area, or State Referee Administrator. All such reports should be investigated.
7. 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.

5.5 REFEREE ASSIGNING IMPLEMENTATION

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.

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SECTION 6: DRESS AND APPEARANCE

6.1 REFEREE

Reference the USSF website 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.

SECTION 7: SYSTEM OF OFFICIATING MATCHES (OUTDOOR)

7.1 GENERAL

The system of officiating soccer games shall be as described in the Laws of the Game.

SECTION 8: ASSIGNMENT OF GAME OFFICIALS

8.1 GENERAL

Assignment of Games Officials shall be as described in accordance with USSF policy.

SECTION 9: ALABAMA YOUTH SOCCER ASSOCIATION RULES OF PLAY

9.1 GENERAL

The Rules of Play will be the Laws of the Game as published by FIFA amended by U.S. Soccer and with those modifications stated in the Rules of Play on the Alabama Soccer Association website (www.alsoccer.org). All contests sanctioned by ASA will abide by the Laws of the Game and the modifications as adopted by ASA. These may be amended per competition rules.

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SECTION 10: STANDARDS OF CONDUCT, MISCONDUCT AND DISCIPLINARY ACTIONS

10.1 GENERAL

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

- A. Remain Calm. Never Strike Back!
- B. 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.
- C. 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.
- D. Write your report in detail. SRA has a person available to help with the report.
- E. Send your written report and supporting reports from witnesses (e.g., ARs) to the following on the next business day (within 24 hours).
- F. For amateur games - to the SRA and ASA
- G. For youth games - to the SRA, SYRA, and AYSA.

10.2 STANDARDS OF CONDUCT

Referees in the State of Alabama shall adhere to the Standards of Conduct as set forth in USSF Policy 531-11, Part III.

10.2.1 SUBPART A - PURPOSE

To define general guidelines to determine whether members of the National Referee Development Program act within acceptable limits so far as ethical conduct or conflict of interest is reflected in their conduct as soccer officials and members of the United States Soccer Federation.

10.2.2 SUBPART B - POLICY

Membership as a privilege offered and granted to individuals who perform capably as State Referee Administrators, referees, referee assignors, referee instructors and referee assessors during United States Soccer Federation sanctioned activities. It carries with it an obligation for each individual member to uphold and promote the stated goals and objectives of the Federation and do nothing to bring the Federation into disrepute or work against its goals and objectives. Any conduct which is considered unethical or as a conflict of interest shall be subject to possible disciplinary actions.

10.2.3 SUBPART C – CODE OF ETHICS FOR REFEREES

- 1. I will always maintain the utmost respect for the game of soccer.
- 2. I will conduct myself honorably at all times and maintain the dignity of my position.
- 3. I will always honor an assignment or any other contractual obligation.
- 4. I will attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.

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5. I will always strive to achieve maximum teamwork with my fellow officials.
6. I will be loyal to my fellow officials and never knowingly promote criticism of them.
7. I will be in good physical condition.
8. I will control the players effectively by being courteous and considerate without sacrificing fairness.
9. I will do my utmost to assist my fellow officials to better themselves and their work.
10. I will not make statements about any games except to clarify an interpretation of the Laws of the Game.
11. I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
12. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates. !

Administrators, referees, assignors, instructors and assessors, during United States Soccer Federation sanctioned activities, carry an obligation to uphold and promote the stated goals and objectives of the Federation and do nothing to bring the Federation into disrepute or work against its goals and objectives. Any conduct which is considered unethical or as a conflict of interest shall be subject to possible disciplinary actions.

10.2.4 SUBPART C – CODE OF ETHICS FOR ASSIGNORS

1. I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
2. I will make the assignments based on what is good for the game and what is good for the referee.
3. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.
4. I will contribute to the continuous development of referees in the National Referee Development Program.
5. I will conduct myself ethically and professionally in the assignment process.
6. I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private, constructive, and for their benefit.
7. I will offer equal opportunity to all qualify referees and I will not discriminate against or take undue advantage of any individual or group on the basis of race, color, religion, sex or national origin.
8. I will cooperate fully in the timely resolution of any grievance hearing or complaint.
9. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization or its affiliates.
10. I will safeguard USSF confidentiality of the Referee List.
11. I will give priority to USSF affiliated matches when assigning games.

10.3 MISCONDUCT TOWARD GAME OFFICIALS

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Misconduct toward Game Officials in the State of Alabama shall be governed by USSF Policy 5319 Misconduct toward Game Officials.

10.3.1 GENERAL

Misconduct against referees may occur before, during and after the match, including travel to or from the match. Misconduct may occur also at later times when directly related to duties of a game official as a referee.

10.3.2 RULE APPLICATION

1. This policy shall supersede all rules of Organization Members that pertain to assaults or abuse upon Federation referees, assistant referees, the manner and means of hearings, appeals, and re-hearings in matters pertaining thereto.
2. Nothing in this policy rule shall be construed to restrict or limit any league, event/tournament or Organization Member from applying equal or greater restrictions to anyone not listed in section 4(a)(1) of this policy (i.e., a spectator associated with a club or team).
3. This policy shall not apply to players, coaches, managers, club officials, or league officials while participating in Professional League Member activities.

10.3.3 RULE APPLICATION

As used in this policy

1. "Referee" includes the following:
 - a. All currently registered USSF referees, assistant referees, 4th officials or others duly appointed to assist in officiating in a match.
 - b. Any non-licensed, non-registered person serving in an emergency capacity as a referee (under Policy 531-8).
 - c. Any club assistant referee.
2. "Hearing" means a meeting of at least three neutral members, one of whom is designated or elected to serve as chairman. The hearing shall be conducted pursuant to guidelines established by the Organization Member.
3. Referee assault is an intentional act of physical violence at or upon a referee.
4. For purposes of this policy, "intentional act" shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.
5. Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. car, equipment, etc.
6. Referee abuse:
 - a. Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.

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- b. Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee; spewing any beverage on a referee's personal property; or spitting at (but not on) the referee.

10.4 JURISDICTION AND HEARINGS

10.4.1 GENERAL

1. When any amateur or professional player, coach, manager, club official or game official assaults or abuses a referee, the original jurisdiction to adjudicate the matter shall vest immediately in the responsible Organization Member which is affiliated with the United States Soccer Federation.
2. When an allegation of assault is verified by the Organization Member the person is automatically suspended until the hearing on the assault.
3. The Organization Member must hold a hearing within thirty (30) days of the verification by the Association of the abuse or assault or, if applicable, the thirty-day period provided by subsection (b)(3) of this section. If the Association does not adjudicate the matter within that period of time, original jurisdiction shall immediately vest in the Federation's Appeals Committee to adjudicate the matter, to which the same provisions as to the term of suspension shall apply.
4. Failure to hold the initial hearing shall not rescind the automatic suspension

10.4.2 EVENTS AND TOURNAMENTS

1. In the event an assault or abuse of a referee occurs in an event outside the alleged offender's home state, the referee shall (A) immediately notify the Event/Tournament Chairman, and (B) forward a copy of the game report and his/her comments on the incident to the Event/Tournament Chairman.
2. The Event/Tournament Chairman shall have the right to immediately convene a hearing at the site of the Event/Tournament, at which the alleged offender, the coach of the alleged offender when the offender is a player, and the game official should be present. Information presented at this hearing shall promptly be relayed to the alleged offender's Organization Member President by the Event/Tournament Chairman, both orally and in writing; however, failure to provide written information shall not restrict the offender's Organization Member from taking action with regard to any referee abuse or assault.
3. Final jurisdiction shall vest with the alleged offender's Organization Member. A hearing shall be held by that Organization Member within thirty (30) days of the receipt of the initial report of the abuse or assault on a referee.

10.5 PENALTIES AND SUSPENSIONS

10.5.1 ASSAULT

1. The person committing the referee assault must be suspended as follows:
 - a. for a minor or slight touching of the referee or the referee's uniform or personal property, at least 3 months from the time of the assault;

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- b. except as provided in clause (c) or (d), for any other assault, at least 6 months from the time of the assault;
 - i. for an assault committed by an adult and the referee is 17 years of age or younger, at least 3 years; or
 - ii. for an assault when serious injuries are inflicted, at least 5 years.
2. An Organization Member adjudicating the matter may not provide shorter period of suspension but, if circumstances warrant, may provide a longer period of suspension.

10.5.2 ABUSE

The minimum suspension period for referee abuse shall be at least three (3) scheduled matches within the rules of that competition. The Organization Member adjudicating the matter may provide a longer period of suspension when circumstances warrant (e.g., habitual offenders).

10.6 APPEALS

A person who is found to have committed the abuse and/or assault may appeal to the Appeals Committee by following the procedures of Federation Bylaw 705 within ten (10) days from receipt of the decision of the Organization Member

10.7 PROCEDURE FOR REPORTING ASSAULT AND ABUSE

1. Procedures for reporting of referee assault and/or abuse shall be developed and disseminated by the National Referee Committee to all Federation registered referees for use in their National State Association.
2. Referees shall transmit a written report of the alleged assault or abuse, or both, within 48 hours of the incident (unless there is a valid reason for later reporting) to the designee of the Organization Member and the State Referee Administrator. For tournaments or special events, the referee shall transmit a written report to the tournament director on the day of the incident and to his home state SRA within 10 days of the incident.

10.8 MISCONDUCT OF GAME OFFICIALS

Misconduct of Game Officials in the State of Alabama shall be governed by USSF Policy 531-10 Misconduct of Game Officials.

10.9 TERMS AND REFERENCES

1. "Game Officials" includes the following:
 - a. All currently registered USSF referees, assistant referees, 4th officials or others appointed to assist in officiating in a match.
 - b. Any non-licensed, non-registered person serving in an emergency capacity as a referee (See section 2 of Policy 531-8).
 - c. Any club assistant referee.
 - d. Any referee development program person performing any official function at a match.

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2. "Referee Development Program Person" includes any referee, referee administrator, referee assessor, referee instructor, referee assignor, or other person serving in such capacity in a line or supervisory position, including members of any referee committee appointed by the Federation, its Divisions, Affiliates or Associates, a State Association, or a competition, tournament or other appropriate authority.
3. "Hearing" means a meeting of at least five members, one of which is designated or elected to serve as Chairman. The Chairman of a hearing shall not vote except to break a tie vote. Such members, including the Chairman, shall not be the State Referee Administrator, the State Director of Referee Instruction, the State Director of Referee Assessment, a Federation National or FIFA Referee, or any other member of the State Referee Administration.
4. "State Association" shall be that State Association through which the game official is registered or referee development is appointed. Where a state has both Amateur and Youth National State Associations, the reference shall mean that State Association which has legal authority within its state to administer the registration of the referee or the appointment of the referee development program person charged.

10.9.1 TERMS AND REFERENCES

10.9.1.1 MISCONDUCT AT A MATCH

When any game official is accused of having committed misconduct toward another game official, participant, or spectator at a match, or of having a conflict of interest, the original jurisdiction to adjudicate the matter shall vest immediately in the State Association or Organization Member through which the accused game official is registered. In the situation where Amateur and Youth State Associations exist in a state, and the incident of alleged misconduct occurred at a match sanctioned by one State Association, jurisdiction shall vest with the State Association sanctioning the match in question.

10.9.1.2 MISCONDUCT AWAY FROM A MATCH

When any official, referee, referee assistant or referee development program person is accused of unethical conduct, misuse or abuse of authority or conflict of interest in any matter in the pursuit of or may affect the individual's official dealings within and as authorized by the Federation, its Divisions, Affiliates or Associates, a State Associations or Organization Member, or a competition, tournament or other appropriate authority, the matter shall vest immediately in the State Association through which the accused game official is registered or through which the referee development program person is appointed.

- a. Any allegation of misconduct or of conflict of interest by a game official as described by subsection (A) of this section, or of unethical conduct, misuse or abuse of authority or conflict of interest as described by subsection (B) of this section, shall be made in writing to the State Referee Administrator or to the State Association(s) or Organization Member that shall report all such allegations including any allegations against the State Referee Administrator, to the State Association(s) or Organization Members through

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which the accused game official is registered or through which the accused referee development program person is appointed.

- b. Upon receipt by the appropriate Organization Member of a verified written complaint, a hearing shall be conducted within 30 days from verification pursuant to guidelines established by the Organization Member having jurisdiction as provided by subsection (A) or (B) of this section. The guidelines may include referring the complaint to the State Referee Committee for the hearing. The hearings and appeal process within the Organization Member shall provide for adequate due process for the accused person including proper notice of charges, the right to bring witnesses in defense, and the right to confront and to cross-examine the accusers.
- c. The Chairman of the hearing committee shall transmit the findings of the committee in writing to all parties concerned including the accused and the accusers and to the State Association(s) or Organization Member within seven days of the hearing.
- d. Any party subject to penalties shall receive, at the time of notification of the decision, a notice of the rights of appeal and a copy of the procedures and deadline dates required for such an appeal to be properly considered. Time for filing an appeal shall start with the date official receipt of the decision by the party making the appeal.

10.10 PENALTIES

1. The severity of the penalty imposed upon an individual shall be determined by the decision-making body having jurisdiction.
2. Penalties may be among the following:
 - a. Letter of reprimand;
 - b. A fine;
 - c. Suspension from all active participation in the Federation for a fixed period of time;
 - d. Any combination of clauses (1), (2), or (3) of this subsection; and
 - e. Dismissal from the Federation.
3. Any individual while under suspension may not take part in any activity sponsored by the Federation or its members

10.11 APPEALS

1. Any game official who is found guilty of misconduct as defined in this rule may appeal the decision of the hearing committee as follows:
 - a. To a Referee Disciplinary Committee jointly appointed by the Amateur and Youth State Associations.
 - b. To the Federation Appeals Committee as provided under Federation Bylaw 705.
2. The party appealing the decision of a committee shall have ten (10) days to file the notice of appeal of a decision. Time for filing an appeal shall start with the date of official receipt of the decision by the party making the appeal

10.12 HEARING AND PROCEDURES

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10.12.1 BACKGROUND

Two sets of rules create a requirement that USSF Organization Members provide certain minimum procedural rights to its athletes, coaches, and administrators. First, the Ted Stevens Olympic and Amateur Sports Act (“the ASA”), a federal law, states that a national governing body (such as USSF) is only eligible for recognition if it “provides an equal opportunity to amateur athletes, coaches, trainers, managers, administrators, and officials to participate . . . with fair notice and opportunity for a hearing . . . before declaring the individual ineligible to participate.” Second, USSF has incorporated this requirement into its Bylaws in several ways:

1. Bylaw 212 requires every USSF Organization Member to “comply with the [ASA], to the extent applicable;”
2. Bylaw 213 requires State Associations to “provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete.” (emphasis added). The Bylaw also requires that State Associations provide the right to appeal decisions to the USSF Appeals Committee.
3. Bylaw 241 states that suspensions and other disciplinary actions taken by Organization Members shall be recognized by the Federation and all other Organization Members upon “determination by the Federation that the party subject to the action received hearing and procedural rights substantially similar to those set forth in the bylaws.” (emphasis added).
4. Bylaw 701 requires that parties to all hearings conducted under USSF Bylaws be afforded a list of eleven specific rights, including notice, time to prepare a defense, an impartial panel, etc.

10.12.2 HEARING PROCEDURE

Hearing Procedures in all disciplinary actions in the State of Alabama shall be governed by USSF Bylaw 701 Hearing Procedures and USSF Policy 701-1 Hearing Procedures

10.12.3 RIGHTS

In all hearings conducted in the State of Alabama under the USSF bylaws, the parties shall be accorded:

1. Notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true; (See, Appendix B)
2. Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
3. The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
4. A hearing before a disinterested and impartial body of fact-finders;
5. The right to be assisted in the presentation of one’s case at the hearing;
6. The right to call witnesses and present oral and written evidence and argument;
7. The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
8. The right to have a record made of the hearing if desired;

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9. A written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion;
10. Notice of any substantive and material action of the hearing panel in the a course of the proceedings; and
11. Quality concerning communications, and no ex parte communication is permitted between a party and any person involved in making its decision or procedural determination except to provide explanations involving procedures to be followed.

10.12.4 POLICY REGARDING MINIMUM RIGHTS IN PRESENTING ONE'S CASE

This policy provides the minimum rights that each party would have at a hearing with respect to the right to assistance in presenting one's case at a hearing, as must be allowed under Federation Bylaw 701(5) (See, 4.1.2, Section 1, (5) above). These minimum rights apply to hearings conducted by State Associations and their members or other hearing body. A copy of these minimum rights should be delivered to the parties with the notice of the hearing.

1. Each party at a hearing shall have the right to have an individual present at the hearing to assist the party in presenting the party's case. Such individual may, but shall not be required to be, an attorney.
2. If the State Association or member of the State Association ("Complainant") is represented by another individual at any hearing and the hearing panel allows that individual to speak, question the parties and/or witnesses, or grants that individual any other rights, then it shall afford all other parties, or the individual representing the party, including an attorney, the same rights during the course of the hearing as is allowed to the individual representing the Complainant.
3. If an attorney is present at a hearing to assist a party in presenting the party's case, it shall be made clear at the commencement of any such hearing that the hearing shall proceed in accordance with the State Association's hearing rules and procedures. All Federal, State or local Rules of Evidence or Civil Procedure shall not be applicable.
4. A State Association may provide, as part of its hearing rules and procedures, that an individual assisting a party may be allowed to speak on behalf of the party, make requests or ask questions at the hearing.
5. Regardless of whether the State Association allows the individual assisting the party the rights to speak, make requests or ask questions, as noted in Paragraph D above, an individual assisting the party in presenting the party's case shall have the right to be physically present in the hearing room, and so as not to interfere with the hearing procedure, it is also recommended that the individual be seated close to the party (either behind or next to the party) so that the party may seek assistance when desired during the course of the hearing.
6. During the course of the hearing, the party may confer briefly with the individual who is assisting before making a statement or request or prior to responding to a question. The panel conducting the hearing may limit the frequency and duration of the conferences so as not to unduly interfere with the proceeding.
7. If there is confusion or concern, the party may request a recess to confer with the individual assisting the party. Such a request should be granted unless the number of requests by a party

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becomes unreasonable or the length of a requested recess is deemed by the hearing panel to be unreasonable.

8. An individual assisting a party may prepare written materials for the party and collect documents for the party. However, the party must submit or present the materials and documents as materials and documents of the party, and not of the individual assisting. The party has complete responsibility for those materials and documents and is subject to questioning about them.
9. Nothing contained in this policy shall prevent a State Association from allowing greater rights to assistance than those set forth in Paragraphs A-H above. For example, a State Association may, but shall not be obligated to, allow more than one individual to assist a party at any given time.
10. The rights, either mandatory or permissible under this policy, shall be consistently applied, and the State Association should not arbitrarily allow or disallow the rights set forth above to those individuals assisting a party in the presentation or defense of the party's case.

10.13 APPEALS PROCEDURES

Appeals Procedures in all disciplinary actions in the State of Alabama shall be governed by USSF Bylaw 705 Appeals Procedures.

10.13.1 SECTION 1

1. The Appeals Committee shall consider and determine appeals from final decisions rendered by State Associations relating to activities sponsored by the Federation and the State Association or its members. The decision of the Appeals Committee is final. The Appeals Committee has the power to call for the production of any documents and evidence the Appeals Committee may require.
2. In this subsection,
 - a. "competition" may include games, tournaments, league play, or a regular season.
 - b. No decision of a State Association that arises out of the application of the rules of competition which is made in the course of the competition, and has no consequence beyond the competition, is appealable. Nothing in this subsection shall be construed to limit the rights of appeal available under the Amateur Sports Act or the Constitution or Bylaws of the USOC relating to the opportunity of Athletes to participate in "protected competition", as defined in the USOC Constitution.
 - c.

10.13.2 SECTION 2

An appeal shall be made in accordance with procedures established by the Board of Directors and is begun by submitting a notice of appeal within 10 days from the date of the official receipt of the decision by the party making the appeal. Copies of the notice of appeal shall be sent to all opposing parties and to the appeals committee or other body whose decision is being appealed.

10.13.3 SECTION 3

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The notice of appeal shall be accompanied by the appeal fee in the form of money order or cashier's check in an amount determined by the Board of Directors. The appeal fee shall be retained by the Federation.

10.13.4 SECTION 4

The appeals committee or other body whose decision is being appealed shall, within 10 business days of the date of acceptance of jurisdiction by the Appeals Committee of the notice of appeal, forward to the Secretary General and to all parties the official record utilized by it in making its decision. Parties should not resubmit documents contained in the official record.

10.13.5 SECTION 5

Within 20 business days of the date of acceptance of jurisdiction by the Appeals Committee of the notice of appeal, the appealing party shall submit to the Secretary General any argument it wishes to make in support of the appeal and shall furnish copies of the argument to all opposing parties and to the appeals committee or other body whose decision is being appealed.

10.13.6 SECTION 6

Within 30 business days of the date of acceptance of jurisdiction by the Appeals Committee of the notice of appeal, all opposing parties shall submit to the Secretary General any argument they wish to make in opposition to the appeal..

10.13.7 SECTION 7

A decision rendered by a State Association from which an appeal is taken is not suspended pending the final decision of the Appeals Committee unless the Committee otherwise orders. The decision of the State Association may be upheld, reversed, or reversed and remanded.

10.14 APPEALS COMMITTEE

The Appeals Committee in all disciplinary actions in the State of Alabama shall be governed by USSF Policy 705-1 Appeals Committee.

10.14.1 SECTION 1

The Chair of the Appeals Committee (AC) and its members shall be appointed by the President, subject to the approval of the Board of Directors. The AC shall consist of at least twenty (20) members, at least 20% of whom shall be Athletes.

10.14.2 SECTION 2

Three (3) members of the AC shall constitute an Appeals Panel (AP) for the purposes of considering and determining any appeal brought pursuant to Bylaw 705. In any appeal involving an Athlete, at least one (1) member of the AP shall be an Athlete member of the AC. In order to maximize the expertise of the AP and avoid conflicts of interest, the Chair of the AC shall select the AP as the need arises. The Chair shall also designate one member of the AP to act as the AP's Chairperson, who shall, among other things, be the member of the AP responsible for ensuring that the appeal is

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considered and determined within the time periods prescribed by the Bylaws. No member of the AP may be from the State Association of the parties.

10.14.3 SECTION 3

Appeals shall be considered and determined by the AP in person or by telephone conference call at the Chair's direction; consideration and determination of an appeal shall be closed to the public and the parties. The AP may decide to allow oral arguments either in person or by telephone, with all parties having the opportunity to participate, before its consideration and determination. If allowed, the AP may set time limits for the oral argument and may hold the oral argument on a day prior to the date the AP will consider and determine the appeal. If the AP decides that oral argument is not necessary, then the AP shall decide the matter based upon the record and the parties' written arguments.

10.14.4 SECTION 4

The appellant shall bear the burden of showing that the decision being appealed from is clearly erroneous.

10.14.5 SECTION 5

No new evidence may be presented to the AP unless circumstances have materially changed, or new facts are discovered that were unavailable at the time of the hearing from which appeal is being taken. In such cases, the AP may allow that such new evidence be presented to it provided all parties to the appeal have been given notice and are given an opportunity to respond to the materially changed circumstances or previously unavailable or undiscovered, unavailable facts.

10.14.6 SECTION 6

If an appellant fails to submit arguments by the deadline for submitting appellant's arguments, and no continuance has been granted by the AP, the appeal shall be considered abandoned. If oral argument is allowed and the appellant fails to participate in oral argument without excuse, the appeal shall be considered abandoned.

10.14.7 SECTION 7

The AP shall issue a final written decision within ten (10) days after it has considered and determined the appeal, however, not more than 20 days after initial consideration except for just cause.

10.14.8 SECTION 8

The decision rendered by a State Association from which an appeal is taken may be suspended by the AP only upon written application by the appellant which accompanies the Notice of Appeal and the finding by the AP of good cause shown. Good cause shown may only be made upon a unanimous vote of the AP and a written decision which specifically states that there is a strong likelihood of success upon the appeal and that circumstances are present which clearly show that the appellant will suffer irreparable harm unless the decision from which the appeal is taken is

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suspended pending the determination of the appeal. The decision of the AP regarding suspension of the decision pending determination of the appeal shall be final and may not be further appealed.

10.15 APPEALS RECORD

The Appeals Record in all disciplinary actions in the State of Alabama shall be governed by USSF Policy 705-2 Appeals Record.

The appeals record shall be submitted by the State Association using the format attached hereto. The appeals record shall contain, at a minimum, the following

1. All documents, exhibits and other evidence in the case.
2. Copies of all rules, procedures, and bylaws used to support the charges and to conduct the hearing.
3. The notice of charges and/or hearing provided the defendant/appellant.
4. The decision of the hearing body and any appeals decisions..

The record shall:

1. Be numbered in chronological order
2. Be indexed
3. Contain only one copy of each document..

If audio or videotapes are made part of the record, there must be four (4) copies of any such tape delivered to the Federation.

If a written transcript has been prepared, it shall be included as part of the record.

The record must be in English. If Associations accept documents in other languages, then the Association shall be responsible for providing English translations of the documents prepared by a neutral translator agreed to by the parties.

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APPENDIX A: JOB DESCRIPTIONS

TABLE 1 JOB DESCRIPTION CHAIRPERSON, STATE REFEREE COMMITTEE

Title:	Chairperson, State Referee Committee
Requirements:	Must possess leadership capabilities and knowledge of the National Program for Referee Development. Must be able to coordinate the state referee program to serve both the adult and youth soccer programs, and work in harmony with all USSF affiliates and local officials in the development of the National Program for Referee Development.
Function:	Plans, implements and supervises the state referee committee meetings, ensures compliance with the National Program for Referee Development within the state.
Appointments:	Jointly, by the Adult and Youth State Associations, for a fixed term of two (2) years. May be re-appointed at the discretion of the State Associations.
Responsibilities:	<ol style="list-style-type: none"><li data-bbox="586 833 1495 898">1. Maintains close communications and consults with members of the State Referee Committee.<li data-bbox="586 919 1495 984">2. Appoints individuals to subcommittees to assist with State Referee Committee projects and activities.<li data-bbox="586 1005 1495 1113">3. Reviews all State Referee Committee reports and short and long range planning by technical directors, and ensures that required reports are submitted in a timely manner.<li data-bbox="586 1134 1154 1157">4. Sets meeting schedule and establish agenda.<li data-bbox="586 1178 1300 1201">5. Presides over meetings of the State Referee Committee.

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TABLE 2 JOB DESCRIPTION STATE REFEREE ADMINISTRATOR

Title:	State Referee Administrator
Function:	Carries out the mission of the National Program for Referee Development within the state. Serves as liaison between the National Referee Department Office, the National Referee Committee and the State Association(s).
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials. The State Referee Administrator may be a member of the State Board or Executive Committee, but shall not be the president or chief officer of the State Association.
Appointment:	State Association(s) (As outlined in USSF Policy 531-1, (1)), for a fixed term of two (2) years. May be re-appointed at the discretion of the State Associations.
Reports to:	State Association(s) with functional responsibilities to National Referee Program Office.
Responsibilities:	<p>The State Referee Administrator may delegate specific duties, but he/she remains responsible for the proper discharge of each duty.</p> <ol style="list-style-type: none"> 1. COMMUNICATIONS <ol style="list-style-type: none"> a. Coordinates activities and appointments with state association officers (adult and youth) and State Youth Referee Administrator. b. Coordinates activities with referee associations, if any exist. c. Coordinates activities with SDI, SDA and SAC. d. Maintain liaison with the National Office. e. Contacts the National Office for proper interpretation of U.S. Soccer Bylaws and Policies. f. Sends information to all referees in the area of: <ol style="list-style-type: none"> (1) Law and rule interpretations. (2) Law and rule changes. (3) Soccer publications. (4) Clinics and courses. g. Makes recommendations for selection of: <ol style="list-style-type: none"> (1) State Director of Referee Instruction, State Director of Referee Assessment and State Assignor Coordinator. (2) U.S. Soccer Federation International Referees. <p style="margin-left: 40px;">Sends list of referee rankings for state to Manager of</p>

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Title:	State Referee Administrator
	<p data-bbox="545 254 704 281">Professional</p> <p data-bbox="625 306 1479 390">League Referee Assignment and Assessment for consideration for Assignment to professional and international matches.</p> <p data-bbox="545 470 894 497">2. GRADING OF REFEREES</p> <p data-bbox="591 525 1490 709">The State Referee Administrator shall be responsible for applying Federation standards in coordination with referee instructor(s) to grade each referee in his area for each registration period. The State Referee Administrator (or his delegate) shall certify the grade of each referee on the Federation registration form.</p> <p data-bbox="545 789 1000 816">3. ADMINISTRATION OF REFEREES</p> <p data-bbox="591 844 1490 911">The administrative duties of the State Referee Administrator shall cover the following areas:</p> <p data-bbox="591 938 924 966">a. Referee Registrations</p> <p data-bbox="643 993 1490 1060">(1) Maintains adequate supply of current Federation registration forms.</p> <p data-bbox="643 1087 1490 1155">(2) Insures registration of all referees being assigned for that calendar year.</p> <p data-bbox="643 1182 1490 1367">(3) Checks all registration forms for proper completion, with particular attention regarding: (a) Referee's grade (b) Physical fitness results (c) Game experience (d) Assessment requirements (e) written examination scores & (f) Signatures and risk management disclosure.</p> <p data-bbox="643 1394 1214 1421">(4) Collects correct fee for each registration:</p> <p data-bbox="691 1449 1490 1516">(a) Splits the U.S. Soccer Federation registration fee according to U.S. Soccer's Policy 531-2.</p> <p data-bbox="691 1543 1490 1610">(b) Retains a second sheet of registration form for the SRA's file (yellow copy), if referee registers via a paper form.</p> <p data-bbox="691 1638 1490 1705">Keeps a file of referee registrations (current and past 3 years).</p> <p data-bbox="591 1732 1008 1759">b. Referee Experience Records</p> <p data-bbox="643 1787 1490 1854">Note referee experience on the registration forms (or verify it) from year to year for upgrading purposes.</p>

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Title:	State Referee Administrator
	<p>c. Training</p> <p>Assists in the identification of referee training needs and works with the State Director of Instruction to implement them.</p> <p>d. Discipline</p> <p>Provides for disciplinary measures in accordance with U.S. Soccer Federation Bylaws and Policy.</p> <p>e. Referee Badges and Pins</p> <p>(1) Maintains adequate supply of badges, books, pins, etc. from the National Office.</p> <p>(2) Controls distribution of badges to currently registered referees.</p> <p>f. Publications</p> <p>(1) Distributes news of all publications.</p> <p>(2) Each re-certifying referee will receive directly from the Federation office the <i>Laws of the Game</i> or <i>Laws of the Game Made Easy</i> and all timely publications, unless the SRC elects to distribute such material at re-certification clinics.</p> <p>(3) Responsible for supplying <i>Laws of the Game</i> or <i>Laws of the Game Made Easy</i> to all new referees.</p> <p>g. Referee Recruiting</p> <p>Implements a program to recruit a sufficient number of referees to cover affiliated games with registered officials using the diagonal system of control (DSC).</p> <p>h. Referee Assignments</p> <p>The State Referee Administrator shall not serve as a league assignor, or as an assignor for a non-state run tournament within the state, as it will impede other duties and may lead to conflicts of interest. (This applies whether a SRA is an active referee or not).</p> <p>i. Reports</p> <p>Shall complete a report of all clinics, including: Entry, Advanced, re-certification, assessment, assignor, instructor, lectures, etc., held each year in the State Association, and send it to the National Office in December of each year. Clinics should include the instructor-in-charge and the number in attendance. Assessment report should include the number of assessments completed and the name of the assessor.</p> <p>4. FIDUCIARY RESPONSIBILITIES</p>

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Title:	State Referee Administrator
	If the State Referee Committee does not assume these duties, the State Referee Administrator must provide for such fiscal control procedures necessary for proper fund accounting. Prepare an annual budget, and an annual report of income and expenditures to the state association(s)

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TABLE 3 JOB DESCRIPTION STATE YOUTH REFEREE ADMINISTRATOR

Title:	State Youth Referee Administrator
Function:	Assists the SRA with carrying out the mission of the National Program for Referee Development within the state. Serves as liaison between the U.S. Soccer National Referee Department Office and the State Youth Association
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials..
Appointment:	State Youth Association with the advice of the State Referee Administrator in accordance with Policy 531-1 (2) for a fixed two (2) year terms.
Reports to:	State Youth Association with functional responsibilities to State Referee Administrator.
Responsibilities:	<ol style="list-style-type: none"> 1. State Youth Cup The State Youth Referee Administrator shall be responsible for assigning officials to all Intra-State Youth Cup Games. The SYRA must be a registered assignor to fulfill this duty or delegate it to someone who is a registered assignor. 2. ODP Training The SYRA shall help identify officials to attend training at the ODP camps. 3. Early Identification The SYRA should identify talented officials working youth games and Recommend them to the State Referee Committee for assignment to Regional tournaments.. 4. Referee Program for Youth Recreational Play Oversee the youth recreational referee program for the state.

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TABLE 4 JOB DESCRIPTION - STATE DIRECTOR OF INSTRUCTION

Title:	State Director Of Instruction
Function:	<p>Carries out the National Instructional Program at the State Association level by conducting (1) Entry Level Referee Courses (Courses); (2) In-Service Training (Clinics) for referees; (3) Training and development of referee instructors; and (4) Developing and furnishing materials, aids and interpretations to support the instructional program.</p> <p>Interprets the Laws of the Game at the State Association Level.</p> <p>Serves as a liaison in matters pertaining to instruction and interpretations of the Laws between the Federation and the State Associations.</p>
Requirements:	<p>A State Referee Instructor for at least one year. It is possible for a Referee Instructor to be appointed as Acting SDI, provided the official has been a Referee Instructor for at least three years and is scheduled to attend the next State Referee Instructor Course. The SDI is to be competent in:</p> <ul style="list-style-type: none"> • Planning, designing, implementation, and administration, including the ability to conclude projects • Referee Program instruction and training <p>Knowledge of the Laws of the Game, including referee procedures, techniques and mechanics.</p>
Appointment:	<p>Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.</p> <p>Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations.</p>
Reports to:	<p>State Referee Administrator, with functional responsibilities to the U. S. Soccer Federation National Program for Referee Development Office</p>
Responsibilities:	<ol style="list-style-type: none"> 1. Referees <ul style="list-style-type: none"> • Develops, implements, evaluates and provides at least (5) hours of In-Service training for all levels of referees up to and including State Referee • Administers Entry Level Referee Courses • Conducts recertification of physical fitness tests, as appropriate. • Conducts upgrade courses for upgrades as sanctioned by U.S. Soccer

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Title:	State Director Of Instruction
	<ul style="list-style-type: none"> • .. <p>2. Referee Instructors</p> <ul style="list-style-type: none"> • Supervises and evaluates the instructional staff within the State Association(s) • Approves the assignment of all instructors, including out-of-jurisdiction. When the assignment is out-of-jurisdiction, ensures that the guidelines cited in this document are followed. • May recommend instructors for upgrade. All such recommendations are to be reported to the Manager of Referee Development and Education, and the State Referee Administrator or State Referee Chairman, as appropriate. • Responsible for ensuring that course content is the approved Federation curriculum. • Ensures that the USSF Instructor course is taught by approved instructors. • Conducts annual in-service training for all instructors to disseminate new material, Laws of the Game changes, Laws of the Game testing, and other materials, as appropriate. • Registers all instructors residing within the State Association jurisdiction with the Federation.. <p>3. Instructional Programs and Materials</p> <ul style="list-style-type: none"> • Assures in service training programs are up-to-date and conform to Federation guidelines • Disseminates Federation training material to all instructors. • Approves all non Federation sanctioned instructional materials to be used for instruction within the State Association(s). <p>4. Law Interpretation</p> <p>Acts as the sole interpreter of the Laws of the Game within the State, disseminating standardized interpretations. Defers to the U. S. Soccer Federation National Program for Referee Development Office if uncertain about specific interpretations of the Laws of the Game.</p> <p>5. Liaisons and Advisor</p> <ul style="list-style-type: none"> • Acts as liaison between the members of the State Instructional Program Committee, if one exists, for all matters pertaining to instruction, application, and interpretation of the Laws of the Game.

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Title:	State Director Of Instruction
	<ul style="list-style-type: none">• Upon invitation, may advise affiliated Leagues, Clubs and Associations in the application and interpretation of the Laws• Acts as liaison between appropriate officials in matters concerning interstate teaching assignments <p>6. Administration</p> <ul style="list-style-type: none">• Maintains record of all Clinics, Courses and Recertifications held within the state association to include attendees and instructors• Maintains communication with the State Referee Administrator

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TABLE 5 JOB DESCRIPTION - STATE DIRECTOR OF ASSESSMENT

Title:	State Director Of Assessment
Function:	Carries out the policies of the National Assessment Program at the State Association level
Requirements:	<p>Must be a current State Assessor grade, or higher, (this may be waived by the National Director of Referee Assessment (NDRA) and the National Office for an interim period required to attain that grade.) with a demonstrated competency in:</p> <ul style="list-style-type: none"> • Administration, program planning and implementation • Referee assessment • Cooperation with all levels of State Administration above, lateral to, and below them
Appointment:	<p>Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.</p> <p>Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations.</p>
Reports to:	The State Referee Administrator (SRA), with functional responsibilities to the NDRA and U.S. Soccer.
Responsibilities:	<ol style="list-style-type: none"> 1. Referees <ul style="list-style-type: none"> Provide expertise in connection with State Referee selection and game assignments, and other information required by the SRA. • Provide routine feedback to the State Director of Instruction (SDI) with suggestions for topics to be covered by the instructional program. • Keep required records of referee assessments. 2. Referee Assessors <ul style="list-style-type: none"> • To carry out the policies of the National Assessment Program, developing local programs as needed to meet the needs in the State Association. • To work with the State Referee Committee to train and develop sufficient assessors to meet the assessment needs of the referees in the State Association. • To organize programs for developing, testing and upgrading assessors and recommending those upgraded to State Assessor or higher to the NDRA

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Title:	State Director Of Assessment
	<ul style="list-style-type: none">• May recommend assessors for upgrade (or downgrade, with cause). All such recommendations are to be reported to the NDRA, and the SRA or State Referee Committee Chairman, as appropriate.• Coordinate in-service training, registration and certification of Referee Assessors.• Keep the NDRA and U.S. Soccer apprised of information pertinent to the operation of the program within his/her state, including an annual report of activities and training.• Maintain contact with assessors throughout the state and promote their welfare.• Appoint Area or District Directors of Assessment, where geography demands, to carry out the responsibilities of the SDA.• Appoint assessors for games specified by the U.S. Soccer Manager of Professional League Assignment and Assessment within the timeline as required by the National Office.• The SDA shall not serve on the SRC in any capacity other than SDA.• May be called upon to perform other duties in connection with referee assessments by the State Association or the staff of U.S. Soccer <p>3. Administration</p> <ul style="list-style-type: none">• Register all Assessors.• Keep an adequate supply of assessment forms and supporting materials to meet the state's needs

Alabama Soccer Referee Manual

Title:	State Director of Assignment
Function:	Responsible for the coordination of referee assignments by the referee assignors within the jurisdiction of the State Referee Committee
Requirements:	Must be a registered U.S. Soccer Referee Assignor. Must be a minimum of 18 years of age and knowledgeable about the levels of games being assigned to referees within the State Association.
Appointment:	Jointly appointed, for a fixed two (2) year term, by the State Associations based on a recommendation from the State Referee Committee (SRC) or the State Referee Administrator if there is no SRC.
Reports to:	State Association(s) with functional responsibilities to National Program for Referee Development Office and the State Referee Committee.
Responsibilities:	<p>Determining that all assignors ,meet the policy of the U.S. Soccer Policy 531-8 with regard to registration</p> <p>Serve as a member of the State Referee Committee</p> <p>Sets up Entry Level Assignor Clinics</p> <p>Sets up recertification clinics for assignors if approved by the SRC.</p>

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APPENDIX B: SAMPLE DECISION LETTER

Alabama Soccer Association
4678 Valleydale Road
Birmingham, AL 35242
Phone: (205) 991-9779
Fax: (205) 991-3736

October 20, 2006
BY OVERNIGHT DELIVERY

John Q. Smith
1342 Maple Leaf Circle
Montgomery, AL 36116

Dear Mr. Smith,

On Sunday, October 15, 2006, the Alabama Soccer Association (“ASA”) held a hearing to consider charges that you violated Code of Ethics Rules (1), (2), (5), & (12) and committed referee abuse under USSF Policy 531-9 (Misconduct Toward Game Officials).

The hearing was convened at 10:00 a.m. The hearing panel heard testimony from Robert Official, the referee for a Boys U-13 match that took place on December 19, 2003. The hearing panel also heard testimony from Bill Sideline, the assistant referee for the match.

At the hearing, you appeared and testified on your own behalf. You also presented testimony from Laura Parent, a parent from your team who was present at the match in question and Kyle Assistant, who served as your assistant coach on the day of the match.

The hearing lasted approximately 45 minutes. After considering all the evidence presented, the hearing panel makes the following findings:

1. You, Joe Smith, served as coach for the Gold Coast Rampage during a Boys U-13 match that took place on December 19, 2003 (“the Match”).
2. Robert Official served as the center referee for the Match. Bill Sideline served as the assistant referee for the Match.
3. During the Match, you repeatedly yelled at Mr. Official that he was making the wrong call, that he didn’t know what he was doing, and that he had lost control of the match. Several times you

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yelled obscenities. Mr. Official cautioned you during the second half that you needed to stop yelling and warned you to refrain from using obscenities.

4. At the conclusion of the Match, while Mr. Official was still on the field, you walked onto the field and approached Mr. Official. You yelled at him that he was a “terrible official” and when you were approximately 5 feet away from him you told him that you were going to “kick his butt.” Your assistant coach, Mr. Assistant, placed his hand on your shoulder and pulled you away from the referee.

Based on these findings, it is the conclusion of the hearing panel that:

1. You have violated Rule 5.1 (Referee Abuse) because you improperly addressed the referee “in a threatening manner.”
2. You have committed “referee abuse” under USSF Policy 53 1-9 because you made a “verbal statement... not resulting in bodily contact which implies or threatens physical harm to a referee.”
3. You must serve a period of suspension for each rule violation of six months. All suspensions will be served concurrently (together). Your suspension will run from today, February 3, 2004 through and including August 3, 2004.

The term “suspension” means a complete cessation of any and all SSA and USSF affiliated activities. While under suspension, a member may not play or practice for any team, may not coach or in any way assist in the instruction, training, or management of a team, and may not hold any official position of responsibility within any affiliated organization. If you have any questions as to whether you are permitted to engage in certain activities, you should contact SSA first. Please note that failure to abide by the terms of your suspension may subject you to additional discipline, including an extension of your suspension.

You have the right to appeal this decision to the United States Soccer Federation Appeals Committee within ten (10) days of receipt of this letter. A copy of USSF Bylaw 705 and a Notice of Appeal form are enclosed with this letter. If you wish to appeal, you should complete the Notice of Appeal and send it with the \$300 appeal fee (in the form of a cashier’s check or money order payable to US SF) to: The United States Soccer Federation National Appeals Committee, c/o Daniel T. Flynn, Secretary General, 1801-1811 South Prairie Avenue, Chicago, IL 60616. Please note that if you submit an appeal, you must send a copy of your Notice of Appeal form to SSA. Please also note that an appeal does not “stay” the decision of SSA.

Sincerely,
John Referee,
ASA Officials Disciplinary Committee Chairperson