

# **Referee Committee**

## **Policies and Procedures**

### **SECTION I: Objectives**

The Oklahoma Referee Committee is dedicated to all referees, whose purpose is to ensure the development of the United States Soccer Referee in terms of quality and quantity through achieving excellence in governance, education and administration. The program shall work in the interests of all its members.

### **SECTION II: Structure**

1. The Chair of the Committee shall be the State Referee Administrator
2. The membership of the Referee Committee shall consist of:
  - a. State Referee Administrator
  - b. State Youth Referee Administrator
  - c. State Director of Assessment
  - d. State Director of Instruction
  - e. State Coordinator of Assignors
3. The SRA serves a two (2) year term by appointment of the Adult and Youth Board Presidents
4. The SYRA serves a two (2) year term by appointment of the Youth Board President upon recommendation of the SRA.

The remaining committee members serve by appointment of the SRA.

### **SECTION III: Duties and Responsibilities**

1. The Referee Committee shall develop a budget to cover its projected income and expenses for the fiscal year as established by the bylaws.
2. The Referee Committee shall assign referees for the OSA State Cup, Tide America Cup, Adult State Cup, and other functions designated by the Executive Board.
3. The Referee Committee shall organize and present recertification clinics for registered referees, assessors, and instructors in the state of Oklahoma.
4. The Referee Committee shall organize and present an upgrade clinic for referees, instructor and assessors who wish to attain higher levels of referee proficiency.
5. The Referee Committee shall organize and present an annual fitness exam and recertification course for all referees grade 07 and higher.
6. The Referee Committee shall select a Youth Referee of the Year and a Referee of the Year based on nominations.
7. The Referee Committee will oversee the registration of referees, assignors, instructor and assessors within the state of Oklahoma and file such registrations with USSF.
8. The Referee Committee shall select the referees and assessors who will represent Oklahoma at the Region III tournaments.
9. The Referee Committee shall provide training for new referees, assessors, assignors, and instructors as the need arises.

10. The Referee Committee will provide entry-level courses for assessors, instructors, and assignor-instructors on an as needed basis. The Referee Committee will determine who shall be invited to participate in these clinics based upon their referee grade, ability, and experience.
11. The Referee Committee shall encourage qualified referees to achieve a higher grade level, up to and including the USSF National Badge.
12. The Referee Committee shall provide advanced referee training at various venues, such as the OSA Soccer Workshop.
13. The committee shall meet on a regular basis as to be determined by the committee.

## **SECTION IV: PROGRAMS AND/OR POLICIES**

### **Clinics**

1. **Entry-level clinics (09)** - The entry-level course for referees in Oklahoma is the 09 course. Clubs and/or leagues may host the courses at locations in or near their sites. A referee course contract form explaining the requirements for hosting a clinic is available on the OSA website. Referees who wish to continue their growth in officiating to the 08 level can begin the upgrade process by attending an 08 clinic.
2. **08 clinics** – Referees may upgrade to the 08 level in Oklahoma after successfully completing the 09 entry-level clinic. A referee course contract form explaining the requirements for hosting a clinic is available on the OSA website. Referees who wish to continue their growth in officiating to the 07 level can begin the upgrade process by applying to the Referee Committee for upgrading. See Upgrade Clinics.
3. **Recertification clinics** – Every registered referee, instructor and assessor must attend a recert class each year prior to submitting the USSF registration form. Clinics will be set up by clubs and/or leagues at no charge. Each club and/or league may have one recert clinic a year at no charge. A fee will be charged for each additional clinic, see Fee Schedule.
  - a. A recert clinic for 07, 06, and 05 referees will be held the first Saturday in August of each year. The clinic will be held in conjunction with the annual fitness exam required of such referees.
  - b. A recert clinic for Assignors, Assessors, and Instructors will be held annually.
  - c. Failure to attend a recertification clinic will prevent a referee, instructor, and/or assessor from registering for the following year.
  - d. Reference materials will be distributed to recertified officials at the recertification clinic.
4. **Upgrade clinics** – Referees at grade 08 and above may advance to the next level of USSF referee by meeting the requirements to upgrade as published in the USSF Referee Administrative Handbook. Requirements due prior to December 31:
  - a. Complete the online registration form and pay the fee (see Fee Schedule)
  - b. Satisfactory completion of the fitness exam
  - c. Attendance at a recert clinic in the fall prior to the upgrade clinic
  - d. Game Log of matches officiated as per USSF requirements
  - e. Assessment(s) as per USSF requirements

Completion of the upgrade clinic and satisfactory score on the appropriate exam is required before upgrading.

Candidates must repeat the upgrade clinic should they not attain the grade within three (3) years time of their initial attendance or if they have not held that grade over the past three (3) years.

Oklahoma's annual upgrade clinic is held in January.

Upgrade candidates will be notified in writing by January 1 of their status as upgrade candidates.

## **Registration**

**1. Registration forms** - All registration forms will be mailed to the Tulsa office or entered online through USSF and OSA will enter the information into a statewide database. Registration information will be sent to USSF electronically and stored in their database.

- a. The OSA office will use the remitted funds form required by USSF to submit registration forms and fees electronically.
- b. USSF will mail badges to properly registered referees.
- c. The OSA office will provide a complete posting of registered referees to the Referee Committee.
- d. The OSA office will post on the website a complete posting of registered referees listing only their name and grade.
- e. The OSA office will provide a complete posting of registered referees to all registered assignors via email.

**2. Registration Deadline** - Deadline for registration is January 1 of each year: referees, instructors, assessors and assignors will receive pre-printed registration forms from USSF in late summer. Referees, instructors, assessors and assignors must wait until they have attended a recertification clinic before they can register either online or by mail. All registrations received after January 1 will be assessed a late fee (see Fee Schedule). Referees, instructors, assessors and assignors obtaining licensing after January 1 have until July 1 to register for the current year.

- a. Badges for the current registration year will be provided to referees who complete their registration correctly by USSF.
- b. Registration cards will come to the registered referee from USSF as will their Law Book.

**3. Late Registrations** - Registrations received after January 1 will be treated as late registrations (see Fee Schedule). No registrations will be accepted after July 1. Referees who fail to register before July 1 of each year will not be allowed to officiate matches until they have attended a recertification class and registered for the next year's registration cycle. If the referee wishes to officiate in the fall of the year for which he/she did not register, he/she may attend the course at the grade level they held and pay the fee to attend the course (see Fee Schedule). If the referee is an 09, he/she may attend the 08 upgrade class and become registered and eligible to officiate immediately upon completion of the course.

**4. Recertification fee** – Referees will be assessed a recertification fee (see Fee Schedule) annually. This fee will apply to Referees only. The fee covers the expense of providing recert clinics throughout the state.

## **Fitness Requirements**

- 1. Fitness exam** – A yearly fitness exam will be held the first Saturday of August as a part of recertification for referee grades 07, 06, and 05. This fitness exam is also offered to any referee desiring to upgrade from a 08 to a 07. The fitness exam will be administered according to USSF guidelines. Anyone failing the fitness exam may retake the exam at the make-up fitness exam that will be scheduled at a later date. If a referee fails to attend either the original fitness exam or the make-up, the referee will be provided the opportunity for a make-up fitness exam at a fee (See Fee Schedule). Failure to complete the fitness exam will cause a referee to be downgraded to a 08, assuming the referee has successfully completed a recertification course

## **Training**

- 1. Out-of-state Training** - The Referee Committee using input from assessors and mentor referees will encourage the promotion of referees to a higher grade level, up to and including the National Badge. Referees who are designated as potential National referees will be given opportunities to attend out-of-state training seminars and tournaments which will give the candidate an opportunity to showcase his/her abilities. The Referee Committee within its budgetary ability may underwrite attendance at such events.
- 2. Assessor and Instructor Advanced Training** – The Referee Committee may provide budgetary assistance for those assessors and instructors who wish to attend advanced training within their discipline, e.g., ITIP courses, State Assessors courses.
- 3. USSF sponsored fitness Training** – Referees who attend USSF sponsored advanced training between July 1 and the regularly scheduled OSA fitness exams, may submit fitness exam results from that training for consideration in meeting the OSA fitness requirements. Attendance at such events does not waive the requirements for attending an OSA recertification clinic.

## **Assessments**

- 1. Assessments at USSF sponsored tournaments** - When the Referee Committee sends referees to USSF sponsored tournaments or events, any assessments obtained at such a venue may be considered by the State Director of Assessments.
- 2. Collegiate Game Assessments** – Effective January 1, 2003 collegiate assessments will be counted for maintenance only assessments of State Referees. These assessments must be performed on games using the Diagonal System of Control with three USSF registered referees and assessed by a USSF State Assessor or higher. This policy is a year-to-year policy.

## Finance

1. **Authorization of Payments from the Referee Fund** - To ensure any funds spent will be reimbursed from the Referee Budget, pre-approval should be obtained from the appropriate section head as indicated below:
  - a. The State Director of Assessment will authorize payments to those certified assessors who are assigned to assess a referee, as requested by the referee.
  - b. The State Director of Instruction will authorize payments to those certified instructors who are assigned to instruct a referee course.
  - c. The State Youth Referee Administrator is authorized to expend funds for Youth Regionals in an amount not to exceed the funding provided by the Youth Board for the event.
  - d. The State Referee Administrator will authorize all other expenses from the referee fund.
  
2. **Reimbursement for Training, Clinics, or Tournaments** – Based on the criteria and considerations listed below, the Referee Committee will partially reimburse certain expenses incurred by OSA registered referees traveling to USSF sanctioned clinics and tournaments outside of the state. The Committee makes no guarantee that any applicant will receive remuneration in any form. Each application will be considered individually. **Criteria and considerations are as follows:**
  - a. The applicant must be a currently registered USSF referee, registered through the Oklahoma Soccer Association.
  - b. The applicant must have obtained a referee grade of 06 or higher. Grade 07 referees who have stated in writing their intention to upgrade will also be considered.
  - c. The applicant must apply for funding two months prior to the scheduled start date of the clinic or tournament. A letter stating the name and location of the clinic or tournament, anticipated total expenses and why the applicant believes this would further his/her referee career must be sent to the SRA or SYRA.
  - d. The tournament and/or clinic must be sanctioned by the USSF.
  - e. Funding for this program is limited and may not be available yearly. Applicants should not assume that they will be reimbursed for any expenditure unless notified in writing, by the OSA Referee Committee. The applicant will be informed as to the amount of the stipend approved by the Committee.
  - f. Funding after the fact will not be considered. All applications must be approved in advance.
  - g. If approved, only partial funding will be provided. The Referee Committee believes that individual referees must have a financial stake in their development and advancement.

## Awards and Honors

1. **Referee of the Year** - A referee (over 20 years of age) who has attained a minimum referee grade of 07 or higher shall be eligible for Adult Referee of the Year. Nominations may be made by tournament officials using the Tournament Evaluation form, by area referees, or fellow referees by using the nomination form available on the OSA website ([www.oksoccer.com](http://www.oksoccer.com)). The Referee Committee will make its selection and present the award at the Soccer Workshop luncheon.

2. **Youth Referee of the Year** – A youth referee (under 19 years of age) who has attained the minimum referee grade of 08 shall be eligible for Youth Referee of the Year. Tournament officials, area referees, fellow referees, etc may make nominations. Nominations may be made by tournament officials using the Tournament Evaluation form or by area referees, fellow referees, etc by using the nomination form available on the OSA website ([www.oksoccer.com](http://www.oksoccer.com)). The Referee Committee will make the final selection and present the award at the Soccer Workshop luncheon.

## Correspondence

1. **Letters of complaint** – either letters or emails received in OSA offices
  - a. Unsigned letters containing return address or email address
    - Form letter or email response acknowledging receipt of complaint sent to writer requesting that a letter be mailed by US Postal Service signed by the coach/manager of the team.
  - b. Unsigned letters without return address or email address
    - No action will be taken
  - c. Signed letters from coach/manager sent by US Postal Service or email letter from coach/manager
    - Form letter acknowledging receipt of complaint sent to writer – if letter is emailed by coach/manager a request will be emailed requesting written and signed letter
    - Forward to SRA for response
    - If necessary a copy will be sent to the appropriate committee member
    - SRA may choose to investigate allegations.
    - Send informational copy to SYRA if complaint involves a youth game.
2. **Request for clarification on Laws of the Game** – signed or unsigned
  - Forward to SDI for response
  - SDI will copy response to Referee Committee
3. **Letter concerning referee procedures** - signed or unsigned
  - Forward to SRA for response
  - If necessary a copy will be sent to the appropriate committee member
  - SRA may choose to investigate allegations
3. **Referee Abuse/Assault** – submitted properly on OSA member incident
  - a. Form letter acknowledging receipt of Referee Abuse/Assault Form sent to official(s) who submitted the form.
  - b. Form letter to alleged assailant(s) acknowledging receipt of complaint.
  - c. Forward to SRA, SYRA, and OSA's Vice Chairman for response.
  - d. OSA's Vice Chairman will set up the required hearing. The Vice Chairman will also notify in writing the parties involved as to the hearing date, time, and location.
  - e. The Vice Chairman will either chair or appoint a chair for any hearing.
  - f. Upon completion of the hearing and the outcome of the hearing, the involved parties will be notified in writing of the panel's decision(s).

### **Game Priority**

OSA and the State Referee Committee have created the following priority of game assignments with the highest priority games at the top of the list. Referees should understand that they should not turn back a high priority assignment for a lower priority assignment.

State Tournaments: Kohl's, Governor's, President's, State Cup

PLW

OPL, Adult leagues, College Club

Affiliated Club Competitive leagues

Youth Travel leagues

Youth Recreational leagues

Tournaments

### **Fee Schedule**

Additional Referee Recertification Clinic	\$60.00 plus travel expenses
Make-Up Fitness Exam	\$50.00
Registration after January 1 – late fee	\$10.00
09 Course registration	\$60.00
08 Course registration	\$60.00
Upgrade clinic registration	\$25.00