

ALABAMA
REFEREE
HANDBOOK

Revised December 12, 2008

Alabama Referee Handbook

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The Alabama Referee Handbook is a working document that is reviewed and revised periodically to incorporate new information and procedures. The Handbook describes the functions of the various officers and procedures for Alabama referees. If the Handbook is downloaded to your computer or a copy is printed, periodically check the web site for recent revisions.

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1.1.0.0 ALABAMA REFEREE DEVELOPMENT PROGRAM POLICIES AND PROCEDURES:

1.1.1.0 General Information

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

Administration, testing, instruction, assessment and development shall follow the criteria suggested by the USSF National Referee Committee as described in the current USSF Bylaws, USSF Procedures, Referee Administration Handbook, National Referee Program Manual, USSF Official Administrative Rule Book, and USSF memorandums updating policy and procedures. The Alabama State Referee Committee may require additional criteria, as specified by USSF procedures, for upgrade and recertification.

For the purpose of administration, instruction and assessment, the State shall be subdivided into three (3) Areas:

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

Area 2: Cullman, Birmingham and Tuscaloosa

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

The Referee Development Program will consist of:

Referee Testing

Referee Instruction

Referee Assessment

Referee Planned Growth and Development

1.1.2.0 Alabama State Referee Committee

The Alabama State Referee Committee (ASRC) is composed of the following members:

State Referee Committee Chair (SRCC)
State Referee Administrator (SRA)
State Youth Referee Administrator (SYRA)
State Director of Instruction (SDI)
State Director of Assessment (SDA)
State Assignor Coordinator (SAC)
Area 1 Referee Administrator (ARA)
Area 2 Referee Administrator (ARA)
Area 3 Referee Administrator (ARA)

The Alabama State Referee Committee responsibilities include the following:

1. Planning and development of the referee program in the State Association's jurisdictional area.
2. Development and presentation of an operating budget.
3. Consideration of requests to temporarily waive instruction, registration, and assessment requirements. Only requests for a waiver presented to the committee in writing, with all supporting documentation, will be considered.
4. The SRC will meet a minimum of three times annually, January, May, and November or at the call of the Chairperson.

1.1.3.0 Appointed Positions

Individuals must be registered with the USSF in some referee category (e.g., referee, assessor, assignor or instructor).

No individual may hold more than one position appointed by the SRA, SDI, or SDA as appropriate. Individuals appointed to new positions must relinquish other referee positions within one month.

All appointed positions shall be reviewed annually.

1.1.3.1 Chair - State Referee Committee (SRC)

Appointment

The SRA serves as the Chair of the SRC

Responsibilities

1. Chairs State Referee Committee.
2. Reports to the ASA President.
3. Oversees the Instruction, Assessment, Assignor and Administration Programs.
4. Recommends individuals to be appointed to referee program administration positions.
5. Responsible for all communication with the USSF Office and Referee Committee in reference to Referee Development Program.
6. Submits semi-annual and annual reports on the referee program to ASA.
7. Responsible for the State Referee Development Program.

8. 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.

1.1.3.2 State Referee Administrator (SRA)

Appointment

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

Responsibilities

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

1.1.3.3 State Youth Referee Administrator (SYRA)

Appointment

1. Appointed by the Alabama Youth Soccer Association with the advice of the SRA.
2. Shall be subject to an annual performance evaluation conducted by the ASA Board of Directors. Serves for a period of two years and may be reappointed.

Responsibilities

1. Serves as liaison between and the State Referee Committee and the Alabama Youth Soccer Association (AYSA).
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 SRCC and ASA.
4. Develops and submits an annual operational budget for the registration and administration program to the State Referee Committee.
5. Performs all other responsibilities as described in the USSF Job Description for State Youth Referee Administrator (See, Attachment A).

1.1.3.4 State Director of Instruction (SDI)

Appointment

1. Appointed by State Referee Administrator.
2. Serves for a period of two years and may be reappointed.

Responsibilities

1. Reports to State Referee Committee Chair/SRA.
2. Responsible for implementing State Referee Development Committee programs.
3. Responsible for establishing training programs that is in compliance with USSF policy.
4. Responsible for ensuring instructors are provided periodic training.
5. Responsible for evaluation of referee instructors and recommendation for recertification and/or promotions.
6. Responsible for overall administration of the 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. Responsible for appointment of individuals to serve as Area Directors of Instruction.

9. Develops and submits an annual operational budget for the clinics, training and instructional programs to the State Referee Committee.
10. Performs all other responsibilities as described in the USSF Job Description for State Director of Instruction (See, Attachment A).

1.1.3.5 State Director of Assessment (SDA)

Appointment

1. Appointed by the State Referee Administrator.
2. Serves for a period of two years and may be reappointed.

Responsibilities

1. Reports to State Referee Committee Chair/SRA.
2. Implements and administers the Alabama Referee Assessment Program as directed by USSF.
3. Responsible for the verification of assessments to the SRA.
4. Responsible for evaluation of referee assessors and recommendation for recertification and/or promotion.
5. Responsible for appointment of individuals to serve as Area Directors of Assessment.
6. Keeps complete records of all referee assessments by referee and assessor.
7. Responsible for implementing State Referee Committee programs.
8. Processes all paperwork in a timely manner.
9. Hold or sponsor training clinics, in coordination with the SDI, for assessors to ensure the availability and advancement of assessors.
10. Develops and submits an annual operational budget for the Assessment Program to the State Referee Committee.
11. Performs all other responsibilities as described in the USSF Job Description for State Director of Assessment (See, Attachment A).

1.1.3.6 State Assignor Coordinator (SAC)

Appointment

1. As per USSF policy appointed by SRA with the advice of the State Referee Committee.
2. Serves for a period of two years and may be reappointed.

Responsibilities:

1. Reports to State Referee Administrator.
2. Implements and administers the Referee Assignor Program as directed by ASA and USSF.
3. Process 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 Coordinator (See, Attachment A).

1.1.3.7 Area Referee Administrator

Appointment

1. Appointed by State Referee Administrator
2. Reviewed by the State Referee Committee.
3. Shall be subject to an annual performance evaluation conducted by the SRC.

Responsibilities

1. Represents their appropriate area at all State Referee Committee meetings and functions with full voting rights.
2. Assigned tasks as needed by the SRA.

1.1.3.8 Referee Instructors

Appointment

1. By completing the appropriate Referee Instructor courses.

Responsibilities

1. Reports to the State Director of Instruction.
2. Implements programs as directed by the Alabama/USSF Referee Instruction Program.

3. Assists the State Director of Instruction in the development of Area Instructors and their training.
4. Coordinates the instruction clinics organized by the SDI.
5. Assists the SDI in the development of a budget for the Instructional Program for the following year.
6. Processes all paperwork in a timely manner.

1.1.3.9 "Lead" Instructor

Appointment

1. By the SDI on a per clinic basis.
2. Attendance at and successful completion of the Annual State Instructor/Assessor Clinic.

Responsibilities

1. Pre-registration of candidates on all clinics. This to be done on an individual basis or a sponsoring organization guaranteeing minimum attendance.
2. Coordinates instruction with instructors as approved by the SDI.
3. Provides clinics/course feedback analysis to the SDI, as applicable. This is to be done in concert with the applicable clinic instructor(s).
4. Processes all paperwork within fourteen (14) days of the end of the clinic/course.
5. Approves and sends clinic-testing results to the Area Administrator, SDI, and SRA.

1.1.4.0 Registration

1.1.4.1 Registration and Testing

1. The administration of registration and testing of referees, instructors, assessors and assignors shall be coordinated by the SRA or SDI as appropriate.
2. Referee, instructor, assessor and assignor testing will be done at applicable clinics as determined by the SDI and SDA.
3. The Area Referee Administrator shall conduct the registration of referees in their Area and submit completed registration packages to the SRA, SDI and SDA.

4. Candidates that fail any written state test must wait thirty (30) calendar days before retesting unless special circumstances approved by the SRA or SDI.
5. Instructors approved by the SDI will do the testing.
6. Referee applicants age 14 -16 will take the Grade 9 Recreational Referee Course and enter as a Grade 9 referee. After one year as a Grade 9 Recreational Referee, the individual may enroll in the Grade 9 to 8 Bridge Course to upgrade to Referee, Grade 8
7. Referee applicants age 17 and older have the option of either taking the Grade 9 Recreational Referee Course and entering as a Grade 9 referee or taking the Grade 8 Referee Course and entering as a Grade 8 referee. Persons with little or no soccer experience are recommended to take the Grade 9 Entry Level Course. Persons with playing, coaching, or other soccer experience may take the Grade 8 Entry Level Course.
8. Requests for a new referee clinic or re-certification clinic must be submitted to and approved by the SDI. The clinic request form can be down loaded from the Alabama Youth Soccer Association web site (alabayouthsoccer.org) and submitted to the SDI.

1.1.4.2 Referee Registration Period

1. Referees are registered annually for the period January 1 to December 31 after completion of an annual recertification clinic typically conducted in August through November. All re-certification/re-registering will be done on-line at www.ussoccer.info. The Login ID is the USSF registration number preceded by an R (example, R0010111111111111). The password is the last name.
2. Referees who did not have the opportunity to re-register during the prescribed current year registration period may register for the following year without penalty and with the approval of the SRA.
3. Re-certifying referees who wait until June 30 to re-register **shall not be added to assignment lists until the following January 1**. (A referee last registered in 2007 may take a 2009 re-certification course in August 2008 but shall not be assigned until January 01, 2009).
4. The referee must provide documentation supporting their training, testing, and assessment and the documentation must accompany the referee's registration forms.
5. All grade 07 and above referees are required to have successfully completed the USSF required physical and one (1) field evaluation.
6. Must have KidSafe registration.

1.1.4.2.1 Re-Registration as a State Referee (Grade 05 or 06)

1. Must be currently registered as a State Referee with the USSF and Alabama Referee Association.
2. Attend an Alabama, Region III, or National-sponsored State Referee Re-certification clinic. Partial attendance of instruction modules at State Referee Re-certification clinics is not acceptable.
3. Have met the Alabama game requirements.
4. Attain a score of seventy- five (75) percent for grade 06 and eighty- five (85) percent for grade 05, on the current USSF State Referee recertification examination.
5. Successfully completed the USSF State Referee Physical.
6. Must have satisfied the current assessment criteria for re-certification one (1) successful maintenance assessment as referee on an adult match or higher.
7. The SDA/SDI will publish the dates and sites of State Referee testing. This is to include re-testing date(s) and site(s).

1.1.4.2.2 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 to grade for a minimum of three years prior to the request, not necessarily consecutive or immediately preceding the request for emeritus status at any time in the referee's career.

Active Emeritus Referees;

1. Must qualify each year for the level that they will be officiating and pay the published fee for that level. Registration will be done on-line.
2. Will receive an Emeritus Referee Badge, a card, law book and all general mailings.
3. May reinstate as an active referee at the level the official retired from once all the criteria for the grade has been met.

1.1.4.3 Assessor Registration

1. Assessors will register online annually with USSF.

1.1.4.3.1 Associate Assessor

1. Associate Assessors will register online annually with USSF
2. Successfully complete all requirements for associate assessor-level clinic.
3. Must have been a registered referee for a minimum of three years.
4. 25 years of age or older.
5. Must have obtained a minimum referee grade of 07 or with the approval of the SDA.
6. Assess Grades 7 & 8 developmental or full assessments on youth matches as directed by the SDA.
7. Must have KidSafe registration

1.1.4.3.1.2 Re-certification - Associate Assessor

1. Minimum of five Developmental assessments during the previous year. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment.
2. Attendance and successful completion of an entire annual in-service assessor clinic.
3. Obtain a score of 85% on the Referee examination.

1.1.4.3.2 Referee Assessor

1. Must have obtained a minimum Referee Grade of 07.
2. Must have performed at least fifteen developmental evaluations on grade 07 and grade 08 referees. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used).
3. Recommended by the SDA.
4. One year in grade as Associate Assessor.
5. Must be 26 years of age or older.

1.1.4.3.2.1 Re-certification - Referee Assessor

1. Minimum of five assessments in the preceding year, two of which must be at the U-19 level or above. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used).
2. Attendance and successful completion of an entire annual in-service assessor clinic.
3. Approval of the SDA
4. Obtain a score of 85 percent on the Referee examination.

1.1.4.3.3 State Assessor – Provisional

1. Must have attained a referee grade of 6 or higher at some point in referee career.
2. Minimum of twenty assessments at U-19 level or above. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used). The criteria may be waived by the NDA for current National and retired National and International Referees based on referee experience.
3. Five assessments at the amateur level.
4. One year in grade as a Referee Assessor.
5. Successfully complete the State Assessor Training Course.
6. Recommendation of the SDA.
7. Must be 27 years of age or older.
8. Obtain an 85% score on the State Referee examination.

1.1.4.3.3.1 Re-certification - State Assessor - Provisional

1. Minimum of five assessments at the amateur division one level or higher.
2. Assessed a minimum of thirty affiliated games (This criterion may be waived by the NDA for current National and retired National and International Referees). Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used).
3. Attendance and successful completion of an entire annual in-service assessor clinic.
4. Approval of the SDA.
5. Obtain a score of 85% on the State Referee examination.

1.1.4.3.4 State Assessor

1. Must have attained a referee grade 6.
2. Minimum of thirty assessments at the amateur division one and two level with emphasis on the grade 06 referee. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment.
3. One year in grade as State Assessor -- Provisional.
4. Recommendation of the SDA.
5. Approval of the National Director of Assessment.
6. Must be 28 year of age or older.

1.1.4.3.4.1 Re-certification - State Assessor

1. Minimum of five assessments at the amateur division one level or higher. Must complete and submit written assessments to the SDA and provide Feedback Form to the officials within seven days of the assessment (72 hours if electronic media, e.g., email is used).
2. Attendance and successful completion of an entire annual in-service assessor clinic.
3. Approval of the SDA.
4. Obtain a score of 85% on State Referee examination.

1.1.4.4 Instructor Registration

Note: All Instructors are to be KidSafe registered.

1. Each instructor is responsible for providing the required documentation and registration form to the SDI prior to January 1 of the registration year.
2. SDI is to ensure that each member of his/her staff is registered before allowing that instructor to give any training.
3. Each instructor shall include a list of all instruction sessions given in the previous year with his or her registration package. The list is to include the date of the instruction; the length of the instruction, the subject matter, and the level of instruction presented and who assigned the instruction.
4. A minimum of five hours of instruction shall be required to re-register.
5. Obtain a score of 85 percent on the State Referee examination.

1.1.4.5 Assignor Registration

Note: All assignors are to be KidSafe registered.

1. Each assignor shall register on line annually with USSF prior to January 1 of the registration year.

2. Where offered, each assignor is required to attend an in-service clinic every two years beginning in 2008 and fulfill all associated requirements of the in-service

1.1.5.0 Instruction Program

1.1.5.1 Procedure for Referee, Assessor, Assignor and Instructor Clinics

1. Each clinic shall be authorized by the SRA, SDI and SDA as appropriate.
2. The Instructor shall receive a fee set annually by the State Referee Committee per hour of instruction plus travel expenses.
3. A minimum number of applications for clinics is to be fourteen (14) unless prior approval is obtained, in writing (email is acceptable) from the appropriate director.
4. Cost for all clinics shall be set annually by the State Referee Committee.
5. Any excess income will be held to finance instructional programs.
6. No clinic registration fee will be charged for individuals receiving referee re-certification training at local referee association meetings if the training: is in blocks of one hour or less; is during different months--only one session per month; is supported by an original roster of the referees attending each session forwarded to SDI; and is approved by the SDI.

1.1.5.2 Utilization of Instructors

Recreational Instructor (Grade 11): Entry-level referee instruction clinics (for grades 9 and below) and assist an Associate Instructor or higher in teaching a Grade 8 Entry Level Referee Instruction Clinic under the supervision of a lead instructor.

Associate Instructor (Grade 9): Entry-level referee instruction clinics (for grades 08 and below) and re-certification clinics (for grades 5 and below) under the supervision of a lead instructor.

Referee instructor (Grade 7): Entry-level referee instruction and re-certification clinics (grades 5 and below) and referee upgrade clinics (grades 07 and below).

State Referee Instructor (Grade 5): Referee entry level, re-certification and upgrade clinics (grade 05 and below) as lead instructor. Instructor entry, recertification and upgrade clinics (instructor grade 07 and below).

National Instructors: All state and national level clinics.

Lead Instructors: Only instructors who have attended and successfully completed the annual Instructors/Assessors Clinic may serve as a lead instructor in any clinic in that registration year.

1.1.5.3 Approval of Training Classes

Before training courses are to be approved, the following steps must be taken:

1. Preparation of a course budget to include all expenses to be incurred as follows:
 - a. Projected expenses of applicants, including travel expenses
 - b. Projected rental of all visual aids and classroom expenses
 - c. Projected cost of instructors.
2. Submit a budget to the appropriate state director for approval.
3. Schedule the clinic to meet Alabama and USSF requirements.

1.1.5.4 Payment of Instructors

1. Registered referee instructors are paid a fee for any instruction given. All organizations sponsoring referee instruction should be prepared to pay the instructor for the instruction given. This would include short in-service training provided at organizational meetings. All instruction fees will be paid by check or money order payable to the SDI. The instruction fee will be given to the instructor prior to the beginning of instruction (if payment is by other than SDI).
2. The State Referee Committee will determine instruction fee annually. Travel expenses will be paid in accordance with Alabama policy.
3. The instructor will process all forms within the specified time - fourteen (14) days, and forward any and/or all registration fees to the ARA. The instructor will be paid the established fee upon receipt of all properly completed instruction paperwork for the instruction by SDI.

1.1.5.5 Policy for Training Courses

1. Alabama Referee Development Program will reimburse a minimum of fifty percent (50%) up to 100 percent (100%) of the basic room cost and travel if out-of-state. All extras charged to the individual's room are the responsibility of the applicant. For state referees, and those upgrading, in order to be eligible for travel and room cost reimbursement, the referee must pass the physical test (PT) and the referee test at that level commensurate with the referee grade (e.g., grade 06 referee must obtain a grade of 75% or better).
2. Room occupancy should be a minimum of two per room whenever possible.
3. Local applicants shall not receive hotel room allocations.
4. Local instructors shall not receive hotel room allocations.
5. Rooms shall not be charged directly to the SRA.
6. When applicants travel, travel expenses must be pre-approved by the appropriate state director.

7. All air travel must be approved in advance.
8. Meal expense shall be at the IRS approved business expense per diem rate.
9. A nominal fee shall be charged on all courses.
10. All candidates must pre-register at least thirty days preceding the course starting date, this includes applicable clinic fees.
11. The appropriate course instructor must receive any pre-clinic assignments within seven days prior to the starting date of the clinic or attendance will be denied and fees not refunded.

1.1.6.0 Assessment Program

1.1.6.1 Assessments

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 do both required center assessments).
5. Apparent conflicts of interest will be determined by the SDA and specific recommendations/procedures given.
6. If a referee fails an assessment, the referee must pass an additional assessment to make up for the failed assignment. If the referee again fails another assessment then the referee must now pass two assessments to make up for the failed assessment.
7. The intent of the wording is this, for example:

If a referee is required to have one passing assessment and fails one assessment (e.g., a maintenance assessment), the referee still is given the opportunity to pass an assessment on a one-for-one basis. If the referee fails a second assessment, then the referee must successfully pass two assessments to make up for the additionally failed assessment.

If a referee is required to have two passing assessments and fails one assessment (e.g., upgrade to grade 06), the referee is still given the opportunity to pass an assessment on a one-for-one basis. If the referee fails a second assessment, then the referee must successfully pass two assessments to make up for the additionally failed assessment.

If a referee is required to have three passing assessments the referee is still given the opportunity to pass an assessment on a one-for-one basis. If the referee fails a second assessment, then the referee must successfully pass two assessments to make up for the additionally failed assessment.

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

1.1.6.2 Procedure of Obtaining Upgrade or Development 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/Assistant Referee (currently registered) verifies the required number of matches for the upgrade, completes the appropriate classroom training, passes the appropriate level Referee Exam, passes the appropriate Physical Test, and contacts the referee assignor to obtain a couple of assessable games. All of the above except the assessment is submitted to the SDA on the Application to Upgrade form found on the Referee link of the Alabama Youth Soccer Association (alabamayouthsoccer.org).
3. 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 then determine the availability of assessors.
4. Once registered the referee is responsible for their availability to allow for assessment. The referee should work with the referee assignor and the SDA.
5. Upon receiving an appropriate assignment the referee should notify the SDA or SRA (grade 5 upgrades) of the assignment. The SDA will then schedule the assessment.

1.1.6.3 Referee Assessment Payment Procedure

1. Referee Assessments for 2009 Referee grades 08 and 07 shall be \$60 plus mileage. This does not apply to developmental assessments requested by local youth associations and coordinated with the SDA. In this case, a minimum of \$30 per assessment is suggested.
2. Assessment of State Referee for 2009 grades 06 and 05 shall be \$150 plus mileage. The fee includes two center referee assessments and one assistant referee assessment.

3. 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.
4. Assessment fees will be determined by the SDA annually. Travel expenses will be paid in accordance with Alabama Referee Development policy.
5. Assessors will be paid an established fee upon receipt of all properly completed assessment paperwork by the SDA.
6. 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.

1.1.7.0 Assignor Program

1.1.7.1 Objective

It is the objective of State Referee Committee, consistent with USSF, that all league and tournament matches (where applicable) sanctioned by the state association are officiated by three qualified referees and that all referees are provided with proper assignments that ensure their development, retention and opportunities for advancement.

1.1.7.2 Structure

1. The Referee Assignor Program consists of four levels of position:
 - a. State Assignor Coordinator
 - b. State Games Assignor(s) League Assignors
 - c. Tournament Assignors
 - d. Assignor Appointment
2. Referee Assignors should be selected by the referee associations/leagues being served, with the advisement of the SRC. The appointment should be made for a period of at least one year and be based on experience as a referee and/or as an assignor, organization skills, and character. The assignor should be familiar with the process of becoming a registered referee. 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 assignor be used for assignment of affiliated games. In such an emergency, the person doing the assigning has a period of one year from the start of assigning to attend an assigning class and become registered/certified.

1.1.7.3 Referee Assigning Implementation:

1. A list of currently registered referees will be furnished to certified registered referee assignors by the SAC or SRA. Assignors should review the directory prior to making any assignments and prior to the start of the season.
2. The referee assignor may not sell or otherwise transmit any directory of registered referees received from the SAC or 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 anyone 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 anyone 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 local, 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.

1.1.7.4 Equal Opportunity for Assignment

1. Referee assignors should offer equal opportunity to all qualified referees and avoid discrimination against any individual or group regardless of age, race, color, religion, sex, national origin or disability.

1.2.0.0 STANDARDS OF DRESS AND APPEARANCE

1.2.1.0 Referee Uniform

Reference the USSF Administrative Handbook for Referee uniform requirements. Your appearance as a referee sends an important message to teams, coaches, fans and your fellow referees. That first impression is vital. Make sure that your uniform is clean, neat and the proper color.

1.3.0.0 SYSTEMS OF OFFICIATING SOCCER GAMES (OUTDOOR)

The system of officiating soccer games shall be as described in the Laws of the Game and the USSF Referee Administrative Handbook.

1.3.1.0 Assignment of Game Officials

Assignment of Games Officials shall be as described in the USSF Referee Administrative Handbook and this Alabama Handbook, in accordance with USSF policy.

1.3.2.0 Recertification and Upgrade Requirements

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

2.1.0.0 ALABAMA YOUTH SOCCER ASSOCIATION RULES OF PLAY

2.1.1.0 Laws of the Game

The Rules of Play will be the Laws of the Game as published by FIFA with those modifications stated herein. All contests sanctioned by AYSA will abide by the Laws of the Game and the modifications as adopted by AYSA. These may be amended per competition rules.

2.1.2.0 General

Players wearing orthopedic casts, air-splints, or metal splints will not be eligible to participate in any game without parental permission and prior inspection and approval of the officiating referee or senior referee at an event.

2.1.3.0 Coaching from the Sidelines

- I. Coaching from the sidelines (giving direction to one's own team on points of strategy and position) by a coach or assistant coach is permitted, provided:
 - a. No mechanical devices are used;
 - b. The tone of voice is informative and not a harangue;
 - c. No coach, assistant coach, team manager, player, or substitute is to be anywhere but at his or her own bench area during the game. A team's bench area will be that area one (1) yard away from the touchline and extending to ten (10) yards both ways from the half-line to maximum of twenty (20) yards. If both teams locate their bench areas on the same side of the field, due to existing adverse conditions, then each bench area will be limited to that area one (1) yard from the touchline and extending to ten (10) yards, one way, from the half-line only.

2.1.4.0 Uniform Colors

Where colors of uniforms are similar, the home team must effect a change of colors which are distinct from those of the opponent.

2.1.5.0 Conditions of Grounds and Weather-Related Cancellation

1. The home club will be responsible for the condition of the grounds, the proper field markings, and proper equipment. Nets and approved corner flags are required;
2. In the event of bad weather, the Home team is responsible for verifying the status of the game. Contact the field coordinator and/or field condition hotline in sufficient time to notify the visiting team. In addition, the home team will communicate with the field coordinator to verify that the official's assigner has been notified of the game cancellation. Failure to do so may result in loss of fees. Should a game be suspended, please refer to rules and regulations.

2.1.6.0 Playing Format & Ball Specifications

1. The playing format, length of the games, overtime periods, ball size, ball weight, ball dimensions, and roster size for each age group, will be as follows:

UIV	Playing Format	Goal-Keeper	Game Length	Overtime Periods	Ball Size	Ball Circumference	Ball Weight	Field Size	Off-Sides	Roster Size
U19	11 v 11	Yes	2-45 min halves	2-15 min halves	5	27" - 28"	14 - 16 oz	FIFA Standards	Yes	11-22
U18	11 v 11	Yes	2-45 min Halves	2-15 min halves	5	27" - 28"	14 - 16 oz	FIFA Standards	Yes	11-22
U17	11 v 11	Yes	2-45 min Halves	2-15 min halves	5	27" - 28"	14 - 16 oz	FIFA Standards	Yes	11-22
U16	11v11	Yes	2-40 min Halves	2-15 min halves	5	27" - 28"	14 - 16 oz	FIFA Standards	Yes	11-18
U15	11v11	Yes	2-40 min Halves	2-10 min halves	5	27"-28"	14- 16 oz	FIFA Standards	Yes	11 - 18
U14	11 v 11	Yes	2-35 min Halves	2-10 min halves	5	27" -28"	14 -16 oz	FIFA Standards	Yes	11-18
U13	11v11	Yes	2-35 min Halves	2-10 min halves	5	27" -28"	14 -16 oz	FIFA Standards	Yes	11-18
U12	8 v 8	Yes	2-30 min Halves	2-10 min halves	4	25" - 26"	11 - 13 oz	45/55 yds wide x 60/80 yds long	Yes	8-14
U11	8 v 8	Yes	2-30 min Halves	2-10 min halves	4	25" - 26"	11 - 13 oz	45/55 yds wide x 60/80 yds long	Yes	8-14
U10	6 v 6	Yes	2-25 min Halves	Ties will Stand	4	25" - 26"	11 - 13 oz	35/45 yds wide x 45/60 yds long	No	7-11
U09	6 v 6	Yes	2-25 min Halves	Ties will Stand	4	25" - 26"	11 - 13 oz	35/45 yds wide x 45/60 yds long	No	7-11
U08	4 v 4	No	4-12 min Quarters	Ties will Stand	3	23" - 24"	11 - 12 oz	20/30 yds wide x 25/35 yds long	No	5-8
U07	4 v 4	No	4-12 min Quarters	Ties will Stand	3	23" - 24"	11 - 12 oz	20/30 yds wide x 25/35 yds long	No	5-8
II06	3 v 3	No	4-8 min Quarters	Ties will stand	3	23" - 24"	11 - 12 oz	15/25 yds wide x 20/30 yds long	No	4-6

2. Regarding U-17, 18 and 19, the Game Day Roster limit is eighteen (18) players.
3. All sanctioned tournaments will comport to these specifications unless AYSA approves deviations.

2.1.7.0 Substitutes

1. The number of substitutes will be unlimited unless superseded by directives from FIFA, USSF, USYSA and/or AYSA.
2. In any case, a substitute will not enter the field of play until the referee has given him a signal to so.
3. Players may be substituted at the following times:
 - a. Prior to a throw-in in your favor;
 - b. Prior to a goal kick by either team;
 - c. After a goal by either team;
 - d. After an injury, when the referee stops play, by either team;
 - e. At half time;
 - f. When the referee stops play to caution a player, only the cautioned player may be substituted prior to the restart of the game.

2.1.8.0 Referee's Game Responsibilities

1. Division I and II
 - a. All ejections are to be recorded on the game card and should be verified by the Head Official. All referees should complete a referee report on the red cards issued and submit the report to AYSA office immediately.
 - b. For every game played referees must sign the bottom of the Game Day Roster;
 - c. Prior to the game, the referee will make sure that each player's equipment is in proper order;
 - d. The referee will verify the identity of the player with his/her player pass and Team Roster. The referee will collect the passes of those players who are to participate in the game. The referee must allow no player into the game for whom he/she has no pass or whose name does not appear on the Team Roster;
 - e. The AYSA Game Day Roster & Game Report will be completed and signed by each referee at each game. It will include all pertinent game information including ejections with the respective player's name, jersey number, and Red Card Report;
 - f. Referees will cooperate with the Alabama State Youth Association (ASYA) Administrator on any questions or concerns that the State Administrator may have including but not limited to the reporting of Game Reports.
2. Division III
 - a. Left up to the discretion of the individual leagues.

2.1.9.0 Game Report

1. Division I and II: The winning team is responsible for communicating the score of the game immediately following the game (or within a reasonable time) by following procedures set by AYSA. This procedure will also apply to forfeited games.
2. Division III: Left up to the discretion of the individual leagues.
3. Region III Premier League: Procedures are established by the Region III Premier League Committee.

2.1.9.10 Delaying the Start of the Game

1. Division I and II
 - a. Any team delaying the start of a scheduled game by more than fifteen (15) minutes, without the sanction of the proper authority, will forfeit the game to the opponent by a score of 3-0.
 - b. In the event both teams do not show up for a scheduled game, and the referee rules the ground playable, then both teams will be assessed with a loss by a score of 3-0.
 - c. Referees responsible for a late start of a game may be disciplined by ASA.

2. Division III: Left up to the discretion of the individual leagues.
3. Region III Premier League: Procedures are established by the Region III Premier League Committee.

2.1.9.11 Referee's Authority

The referee's judgment with regard to the physical condition of the field and its acceptance for play, to the actual happenings and occurrences related to the conduct of the game, and those prerogatives granted to him/her by the Laws of the Game as published by FIFA will not be challenged.

3.0.0.0 Standards of Conduct, Misconduct, and Disciplinary Actions

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

1. Remain Calm. Never Strike Back!
2. 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.
3. 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.
4. Write your report in detail. SRA has a person available to help with the report.
5. Send your written report and supporting reports from witnesses (e.g., ARs) to the following on the next business day (within 24 hours).

For amateur games - to the SRA and ASA

For youth games - to the SRA, SYRA, and AYSA

3.1.0.0 Standards of Conduct

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

Part III – Standards of Conduct

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 are reflected in their conduct as soccer officials and members of the United States Soccer Federation.

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.

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.
- (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.

Subpart D - 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.

3.1.1.0 Misconduct Toward Game Officials

Misconduct Toward Game Officials in the State of Alabama shall be governed by USSF Policy 531-9 Misconduct Toward Game Officials.

Section 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.

Section 2. Rule Application

- (A) 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 rehearings in matters pertaining thereto.
- (B) 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).
- (C) This policy shall not apply to players, coaches, managers, club officials, or league officials while participating in Professional League Member activities.

Section 3. Terms and References

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 which is designated or elected to serve as chairman. The hearing shall be conducted pursuant to guidelines established by the Organization Member.

(3) (a) (i) Referee assault is an intentional act of physical violence at or upon a referee.

(ii) 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.

- (b) 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.
- (4) (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.
 - (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.

Section 4. Jurisdiction and Hearings

(A) 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.

(B) 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.

Section 5. Penalties and Suspensions

(A) 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;
 - (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.

(B) 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).

Section 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.

Section 7. Procedure for Reporting Assault and Abuse

(A) 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.

(B) 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.

3.1.2.0 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.

Section 1. Terms and References

(A) "Game Officials" includes the following:

(1) all currently registered USSF referees, assistant referees, 4th officials or others appointed to assist in officiating in a match.

(2) any non-licensed, non-registered person serving in an emergency capacity as a referee (See section 2 of Policy 531-8).

(3) any club assistant referee.

(4) any referee development program person performing any official function at a match.

(B) "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.

(C) "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.

(D) "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 or 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.

Section 2. Procedures

(A) 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.

(B) Misconduct Away From a Match

When any game 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.

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

(D) 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.

(E) 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.

(F) 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.

Section 3. Penalties

(A) The severity of the penalty imposed upon an individual shall be determined by the decision-making body having jurisdiction.

(B) Penalties may be among the following:

- (1) letter of reprimand;
- (2) a fine;
- (3) suspension from all active participation in the Federation for a fixed period of time;
- (4) any combination of clauses (1), (2), or (3) of this subsection; and
- (5) dismissal from the Federation.

(C) Any individual while under suspension may not take part in any activity sponsored by the Federation or its members.

Section 4. Appeals

(A) Any game official who is found guilty of misconduct as defined in this rule may appeal the decision of the hearing committee as follows:

- (1) to a Referee Disciplinary Committee jointly appointed by the Amateur and Youth State Associations.
- (2) to the Federation Appeals Committee as provided under Federation Bylaw 705.

(B) 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.

4.0.0.0 Hearing Procedures

4.1.1.0 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.

4.1.2.0 Hearing Procedures

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.

Section 1. 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, Attachment 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;
- (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.

Section 2. 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.

- (A) 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.

(B) 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.

(C) 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.

(D) 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.

(E) 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.

(F) 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.

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

(H) 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.

(I) 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.

(J) 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.

4.1.3.0 Appeals Procedures

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

Section 1.

- (a) 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.
- (b) (1) In this subsection, "competition" may include games, tournaments, league play, or a regular season.
(2) 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.

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.

Section 3.

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.

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.

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.

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.

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.

4.1.4.0 Appeals Committee

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

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.

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 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.

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 argument 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.

Section 4.

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

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.

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.

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.

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 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.

4.1.5.0 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.

If the record is not submitted in accordance with this policy, the appeal timetable may be put on hold pending the completion of the record or the appeal may be dismissed. If the appeals timetable is put on hold, the appealing party may apply to the Federation to have their penalty suspended until the case is decided.

Section 5.1.0.0 Attachment A. Job Descriptions

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">1. Maintains close communications and consults with members of the State Referee Committee.2. Appoints individuals to subcommittees to assist with State Referee Committee projects and activities.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.4. Sets meeting schedule and establishes agenda.5. Presides over meetings of the State Referee Committee.

**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 State Director of Instruction, State Director of Assessment and State Assignor Coordinator. d. Maintain liaison with the National Office for general administrative questions. 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. h. Sends list of referee rankings for state to Manager of Professional League Referee Assignment and Assessment for consideration for Assignment to professional and international matches.

2. GRADING OF REFEREES

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.

3. ADMINISTRATION OF REFEREES

The administrative duties of the State Referee Administrator shall cover the following areas:

a. Referee Registrations

- (1) Maintains adequate supply of current Federation registration forms.
- (2) Insures registration of all referees being assigned for that calendar year.
- (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.
- (4) Collects correct fee for each registration:
 - (a) Splits the U.S. Soccer Federation registration fee according to U.S. Soccer's Policy 531-2.
 - (b) Retains a second sheet of registration form for the SRA's file (yellow copy), if referee registers via a paper form.
 - (c) Keeps a file of referee registrations (current and past 3 years).

b. Referee Experience Records

Note referee experience on the registration forms (or verify it) from year to year for upgrading purposes.

c. Training

Assists in the identification of referee training needs and works with the State Director of Instruction to implement them.

d. Discipline

Provides for disciplinary measures in accordance with U.S. Soccer Federation Bylaws and Policy.

e. Referee Badges and Pins

- (1) Maintains adequate supply of badges, books, pins, etc. from the National Office.
- (2) Controls distribution of badges to currently registered referees.

f. Publications

- (1) Distributes news of all publications.
- (2) Each re-certifying referee will receive directly from the Federation office the *Laws of the Game* or *Laws of the Game Made Easy* and all timely publications, unless the SRC elects to distribute such material at re-certification clinics.
- (3) Responsible for supplying *Laws of the Game* or *Laws of the Game Made Easy* to all new referees.

g. Referee Recruiting

Implements a program to recruit a sufficient number of referees to cover affiliated games with registered officials using the diagonal system of control (DSC).

h. Referee Assignments

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).

i. Reports

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.

4. FIDUCIARY RESPONSIBILITIES

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) and the National Referee Committee, in accordance with U.S. Soccer Federation Policy.

**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:	<p>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.</p> <p>2. ODP TRAINING The SYRA shall help identify officials to attend training at the ODP camps.</p> <p>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.</p> <p>4. REFEREE PROGRAM FOR YOUTH RECREATIONAL PLAY Oversee the youth recreational referee program for the state.</p>

**JOB DESCRIPTION:
STATE DIRECTOR OF INSTRUCTION**

Title:	State Director of Instruction (SDI)
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:	State Referee Administrator, with functional responsibilities to the U. S. Soccer Federation National Program for Referee Development Office.
Responsibilities:	<p>1. Referees</p> <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 test for referees Grade 7 and higher; and written test for all referees grade 8 and higher. • Conducts upgrade courses for upgrades as sanctioned by U.S. Soccer <p style="padding-left: 40px;">Provides at least six (6) hours of preparatory training for National Referee candidates only.</p>

Responsibilities:
(Continued)

2. Referee Instructors

- 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. May downgrade instructors for cause.
- Responsible for ensuring that course content is the approved Federation curriculum.
- Ensures that the Instructional Theory Into Practice (ITIP) Referee Instructor Course is taught by a nationally approved instructor with the assistance of the State Director of Instruction.
- Conducts annual in-service training for all instructors to disseminate new material, Laws of the Game changes, Laws of the Game testing, and ITIP refresher modules.
- Registers all instructors residing within the State Association jurisdiction with the Federation.

3. Instructional Programs and Materials

- 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).

4. Law Interpretation

- 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.

5. Liaisons and Advisor

- 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
- 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

6. Administration

- 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

**JOB DESCRIPTION:
STATE DIRECTOR OF ASSESSMENT**

Title:	State Director of Assessment (SDA)
Function:	Carries out the policies of the National Assessment Program at the State Association level.
Requirements:	<p>Must be a current <i>State Assessor</i> 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:	<p>1. Referees</p> <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. <p>2. Referee Assessors</p> <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. • 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.

3. Administration

- Register all Assessors.
- Keep an adequate supply of assessment forms and supporting materials to meet the state's needs.

**JOB DESCRIPTION:
STATE ASSIGNOR COORDINATOR**

Title:	State Assignor Coordinator
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>Determine priority of referee assignments each week for the State Associations based on what is scheduled for that week.</p> <p>Determining that all assignors meet the policy of U.S. Soccer Policy 531-8 with regard to registration.</p> <p>Serve as a member of the State Referee Committee</p> <p>Set up Entry Level Assignor Clinics.</p> <p>Set up recertification clinics for assignors if approved by the State Referee Committee.</p>

If You Cannot Come to Your Scheduled Hearing

You are directed to appear at the hearing to answer the charges against you. If you do not appear at the scheduled hearing, the hearing will proceed without you and a decision will be made without your testimony.

If you cannot come to your hearing at the time and place I have set, call this office immediately.

If you object to the set time and place, but do not request a change at the earliest possible opportunity at which you could do so before the time set for the hearing, I will rule on your request based on whether you have a good reason for not timely filing a request and our whether there is a good reason for changing the time and place of a scheduled hearing. I will apply these standards in considering any objection to the set time and place that is not timely submitted.

To request a change, you must state why you object to the time or place set. You also must state the time and place you request the hearing held. You should do this in writing.

If I find you have a good reason, I will reschedule the hearing for a time and place I set. I will also mail you another notice at least 20 days before the date of the hearing.

You May Choose to Have a Person Represents You

If you want to have a representative, please get one right away. Your representative may be an attorney-at-law if you desire; however, any representative obtained will be at your own expense. You should show this notice to anyone you may appoint. You or that person should also call this office to give us his or her name, address, and telephone number.

What Happens At The Hearing

Pursuant to United States Soccer Federation Bylaw 701, you have the following rights:

- (1) notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true;
- (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;
- (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 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.

Pursuant to United States Soccer Federation Policy 701-1, you have the following additional rights:

(A) 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.

(B) 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.

(C) 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.

(D) 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.

(E) 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.

(F) 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.

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

(H) 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.

(I) 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.

(J) 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.

Scheduling Of The Hearing

Pursuant to United States Soccer Federation Bylaw 703, Section 7, the hearing shall take place no earlier than 20 days after receipt of the notice by the person charged and not later than 60 days from such receipt so as to ensure that the person charged has sufficient time to prepare a defense. In emergency situations, these time periods may be shortened by the Hearing Committee in order to expedite a hearing as practical to result a matter relating to a scheduled competition.

Your Presentation Of Evidence And Witnesses

You may present evidence and testimony from witnesses at this hearing. Any written evidence must include five (5) copies for the use of the hearing panel members. If there is evidence you want to submit, get it to me right away. If you cannot get the evidence to me before the hearing, bring it to the hearing. A parent or legal guardian must accompany any witnesses who are minors — there are no exceptions. Should you have any further questions about the hearing procedures, you should consult the United States Soccer Federation Bylaws and the United States Soccer Federation Policy Manual, which lays out all relevant procedural rules and which will govern this hearing. All United States Soccer Federation Bylaws and Policies are available on USSF's website, <http://www.ussoccer.com/governance/laws.jsp.html>.

Witnesses And Evidence Against You

The Alabama Soccer Association has requested the following individuals to appear at the hearing as witnesses:

In addition, the Alabama Soccer Association intends to present the following documents for the Hearing Committee's review:

Possible Punishments And Penalties

United States Soccer Federation Bylaw 241 provides that the Board Of Directors through the State Associations may suspend, fine, or terminate (or any combination thereof) the membership of any Member of the Federation if the Board determines that (1) the conduct of the Member is adverse to the best interest of soccer or the Federation, or (2) the Member has not complied with the requirements of its membership in the Federation. Further, suspensions and other disciplinary actions taken by Members of the Federation (State Associations) shall be recognized by the Federation and all other Federation Members upon proper notification to the Federation and determination by the Federation that the party subject to the action received hearing and procedural rights substantially similar to those set forth in these bylaws.

Penalties for misconduct towards a referee are provided in United States Soccer Federation Policy 531-9. These range from an automatic suspension from three months to five years for certain enumerated types of assault and a minimum suspension of at least three scheduled matches for abuse of a referee. Penalties for misconduct of game officials are provided in United States Soccer Federation Policy 531-10. The State Association has jurisdiction involving 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 State Association also has jurisdiction involving misconduct away from a match when any game 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, a State Association, an Organization Member, or a

competition, tournament or other appropriate authority. The severity of penalties for misconduct of game officials are determined by the decision-making body having jurisdiction and range from: (1) a letter of reprimand; (2) a fine; (3) a suspension from all active participation in the Federation for a fixed period of time; (4) any combination of clauses (1), (2), or (3); and (5) dismissal from the Federation.

Prohibition Of Court Intervention

Pursuant to the United States Soccer Federation Bylaw 707, Section 1, no organization referee may invoke the aid of the courts in the United States or other a State without first exhausting all of available remedies within the appropriate soccer Organization, and as provided within the Federation. Further, pursuant to United States Soccer Federation Bylaw 707, Section 2, for a violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to the Federation and State Association for all expenses incurred by the Federation and State Association and its officers in defending each court action, including but not limited to the following:

- (1) court costs;
- (2) attorney's fees;
- (3) reasonable compensation for time spent by Federation and State Association officials and employees in responding to in defending against allegations in the action, including responses to discovery and court appearances;
- (4) travel expenses; and
- (5) expenses for holding special National Council or State Association meetings necessitated by the court action.

If You Have Further Questions

If you have any further questions about procedural issues, you can contact me at .
Please note that I cannot discuss the details of your case.

Sincerely,

William Walker
State Referee Administrator

Enclosures

Section 5.3.00 Attachment C. Sample Decision Letter

**Alabama Soccer Association
19220 Hwy 280 West
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 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