NORTH CAROLINA SOCCER

REFEREES ASSOCIATION, INC

BYLAWS

Adopted 9/8/11
State Referee Committee
BYLAWS
OF
NORTH CAROLINA SOCCER REFEREES ASSOCIATION, INC
(THE "CORPORATION")

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BYLAWS

OF

NORTH CAROLINA SOCCER REFEREES ASSOCIATION, INC

(THE "CORPORATION")

ARTICLE I

OFFICES

Section 1. Principal Office. The principal office of the Corporation shall be located at such place as the Board of Directors may fix from time to time.

Section 2. Registered Office. The registered office of the Corporation is required by law to be maintained in the State of North Carolina and may be, but need not be, identical with the principal office.

Section 3. Other Offices. The Corporation may have offices at such other places, within the State of North Carolina, as the Board of Directors may designate or as the affairs of the Corporation may require from time to time.

ARTICLE II

PURPOSE

The Corporation has been organized and is to be operated exclusively for charitable and educational purposes, with the principal purpose being the recruitment, education and development of soccer referees within the state of North Carolina for the primary benefit of the youth and adult soccer programs sponsored and administered by the North Carolina Youth Soccer Association, Inc. ("NCYSA"), the North Carolina Adult Soccer Association, Inc. ("NCASA") and/or the United States Soccer Federation ("USSF").

The Corporation shall not participate in any program that competes, contradicts, or undermines activities of NCASA and/or NCYSA (herein the "State Associations").

ARTICLE III

BOARD OF DIRECTORS

Section 1. General Powers. Subject to the terms of these Bylaws and the North Carolina Nonprofit Corporation Act (the "Act"), all corporate powers shall be exercised by or under the authority of, and the business and affairs of the Corporation shall be managed under the direction of, the Board of Directors.

Section 2. State Referee Committee. The Board of Directors shall jointly serve and report to the NCASA and the NCYSA as the State Referee Committee ("SRC").

Section 3. Number; Composition. The Board of Directors shall be composed of up to eleven (11) persons as listed below. At any point in time, the Board of Directors shall include those individuals listed in "a" through "h" below, with the individuals listed in "i" through "k" being optional appointments:

(a) State Referee Committee Chairperson;
(b) State Referee Administrator;
(c) State Youth Referee Administrator;
(d) State Director of Instruction;
(e) State Director of Assessment;
(f) State Assignor Coordinator;
(g) President of NCYSA (or his or her designee);
(h) President of NCASA (or his or her designee);
(i) An At-Large Director appointed by the President of NCYSA (optional appointment);
(j) An At-Large Director appointed by the President of NCASA (optional appointment); and
(k) An At-Large Director appointed jointly by the Presidents of NCYSA and NCASA (optional appointment).

For purposes of these Bylaws, the individuals serving as Directors by reason of their serving in one or more of the positions described in (a) through (h) above are herein referred to collectively as the “Appointed Directors,” while the at-large Directors appointed by the Presidents of NCYSA and/or NCASA, as described in (i) through (k) above, are herein referred to collectively as the “At-Large Directors.”

The appointment of At-Large Directors shall be at the discretion of the Presidents of NCYSA and NCASA (herein the “State Association Presidents”); there shall be no obligation on the part of either State Association President to make such appointments.

For clarity purposes, any individual serving in more than one of the “Appointed Director” positions listed above, shall continue to have only one vote, as a Director, at any duly called meeting of the Board of Directors.

Section 4. Terms of Office.

(a) The Appointed Directors (or their designees, as appropriate) shall serve on the Board of Directors for so long as they, or the party designating them, maintain their appointments in such positions within the (i) Corporation (in a State Referee Administrative Position) or (ii) NCASA and/or NCYSA, as appropriate.

(b) The At-Large Directors shall serve for terms of two-years, unless earlier terminated by death, resignation, retirement, removal, or disqualification.

Section 5. Removal. Any Director may be removed at any time with or without cause by the party or parties responsible for appointing such Director, as herein provided.

Section 6. Compensation. No member of the Board shall be compensated for his/her services as a member of the Board, but any member of the Board shall be entitled to reimbursement for reasonable expenses incurred in the performance of his/her duties as a member of the Board.

Section 7. Chairman of Board. The State Referee Committee Chairperson (“SRC Chair”) shall serve as Chairman of the Board. In the event there is no SRC Chair, one of the State Association Presidents shall serve as Chairman. The Chairman shall preside at all meetings of the Board of Directors and perform such other duties as may be directed by the Board. The Chairman shall be considered a voting member of the Board of Directors on all matters and shall not be precluded from voting by reason of the fact that he or she is also chairing the meeting.
Section 8. Committees of the Board. The Board of Directors may create other committees (standing or special) of the board. The creation of a committee of the board and the authority granted to such committee must be approved by a majority of the number of members of the Board of Directors in office when the action is taken. The SRC Chair shall appoint the committee and the committee chair, subject to the approval of the Board of Directors.

ARTICLE IV

MEETINGS OF DIRECTORS

Section 1. Regular Meetings. Regular meetings of the Board of Directors shall be held on such days and at such times as fixed by the Board of Directors.

Section 2. Special Meetings. Special meetings of the Board of Directors may be called by or at the request of the SRC Chair, the President of the NCYSA, the President of the NCASA, or by any two Directors. Such a meeting may be held at such place and time as fixed by the person or persons calling the meeting.

Section 3. Telephonic and Electronic Meetings: Participation. Regular or special meetings of the Board of Directors can be held by any means that is not inconsistent with the Act including by means of a conference telephone or similar communications equipment, provided all persons participating in the meeting can simultaneously hear one another. Individual Directors may participate in any meeting of the Board of Directors by means of a conference telephone or similar communications equipment, provided all persons participating in the meeting can simultaneously hear one another, and such participation in a meeting shall constitute presence in person at the meeting.

Section 4. Notice of Meetings. Regular meetings of the Board of Directors may be held without notice. The person or persons calling a special meeting of the Board of Directors shall, at least five days before the meeting, give or cause to be given notice thereof by any usual means of communication. Such notice need not specify the purpose for which the meeting is called. Any duly convened regular or special meeting may be adjourned by the Directors to a later time without further notice.

Section 5. Waiver of Notice. Any Director may waive notice of any meeting before or after the meeting. The waiver must be in writing, signed by the Director entitled to the notice, and delivered to the Corporation for inclusion in the minutes or filing with the corporate records. A Director's attendance at or participation in a meeting waives any required notice of such meeting unless the Director at the beginning of the meeting, or promptly upon arrival, objects to holding the meeting or to transacting business at the meeting and does not thereafter vote for or assent to action taken at the meeting.

Section 6. Quorum. Unless the Articles of Incorporation or these Bylaws provide otherwise, a majority of the number of Directors in office immediately before the meeting begins shall constitute a quorum.

Section 7. Manner of Acting. Except as otherwise provided in the Articles of Incorporation or these Bylaws, the affirmative vote of a majority of the Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors.

Section 8. Presumption of Assent. A Director who is present at a meeting of the Board of Directors or a committee of the Board of Directors when corporate action is taken is deemed to have assented to the action taken unless (a) he objects at the beginning of the meeting, or promptly upon his arrival, to holding it or to transacting business at the meeting; or (b) his dissent or abstention from the action taken is entered in the minutes of the meeting; or (c) he files written notice of his dissent or abstention with the presiding
Section 9. Action Without Meeting. Action required or permitted to be taken at a meeting of the Board of Directors may be taken without a meeting; provided that any such action must be evidenced by one or more written consents signed by all of the Directors then serving on the Board, describing the action taken, and included in the minutes or filed with the corporate books.

Section 10. Committee Meetings. The provisions in these Bylaws governing meetings, action without meetings, notice and waiver of notice, quorum and voting requirements of the Board of Directors apply to all committees established by the Board of Directors pursuant to the terms hereof.

ARTICLE V

STATE REFEREE ADMINISTRATIVE POSITIONS

Section 1. State Referee Administrative Positions. The Corporation shall at all times maintain and fill those positions listed in Section 2 below (herein the “State Referee Administrative Positions”). All individuals serving in a State Referee Administrative Position shall do so without compensation for their services in such position, except as specifically approved by the Board of Directors.

Section 2. Appointment and Term. The individuals serving in a State Referee Administrative Position shall be appointed for terms of two years unless such term is earlier terminated by the death, resignation, retirement, removal or disqualification of such individual. An individual serving in a State Referee Administrative Position may serve more than one term. Individuals shall be appointed as follows:

(a) State Referee Committee Chairperson. The SRC Chair shall be appointed jointly by the Presidents of the NCASA and NCYSA.

(b) State Referee Administrator (“SRA”). The SRA shall be appointed jointly by NCASA and NCYSA. The SRA may be a member of the NCASA or NCYSA Board or Executive Committee, but shall not be the President or Chief Officer of either organization. The positions of State Referee Chairperson and State Referee Administrator may be combined into a single position with the joint agreement of the NCASA and NCYSA Presidents.

(c) State Youth Referee Administrator (“SYRA”). The SYRA shall be appointed by the President of NCYSA with the advice of the SRA.

(d) State Director of Instruction (“SDI”). The SDI shall be appointed by the SRA, subject to the approval of both of the Presidents of the NCASA and NCYSA.

(e) State Director of Assessment (“SDA”). The SDA shall be appointed by the SRA, subject to the approval of both of the Presidents of the NCASA and NCYSA.

(f) State Assignor Coordinator (“SAC”). The SAC shall be appointed by the SRA, subject to the approval of both of the Presidents of the NCASA and NCYSA.

Section 3. Responsibilities of State Referee Administrative Positions. The roles and responsibilities of each of the State Referee Administrative Positions shall be as prescribed by the Board of Directors.
Section 4. Removal. Any individual serving in one of the State Referee Administrative Positions may be removed at any time with or without cause by a majority of the parties responsible for appointing and/or approving such person, as provided in Section 2 of this Article V above.

Section 5. Resignation. An individual serving in one of the State Referee Administrative Positions may resign at any time by communicating his resignation to the Corporation and the appointing authority, orally or in writing. A resignation is effective when communicated unless it specifies in writing a later effective date. Any vacancy created by a resignation shall be filled by the person or persons specified in Section 2 of this Article V above.

ARTICLE VI

CORPORATE OFFICERS

Section 1. Corporate Officers. There shall also be a President, Secretary, a Treasurer, and such other officers as may from time to time be appointed by or under the authority of the Board of Directors. Any two or more offices may be held by the same person, but no officer may act in more than one capacity where action of two or more officers is required. NCASA and NCYSA shall jointly appoint the President, Secretary and Treasurer of the Corporation. All other officers, if any, shall be appointed by the Board of Directors.

For clarity purposes, individuals serving as both a Director and an officer will have only one vote at any meeting of the Board of Directors; status as an officer of the Corporation does not carry with it an additional vote at meetings of the Board of Directors.

Section 2. Officer Responsibilities.

(a) President. The President shall be the principal executive officer of the Corporation and shall be subject to the control of the Board of Directors. The President shall have authority to sign, with the Secretary, an Assistant Secretary, or any other proper officer of the Corporation thereunto authorized by the Board of Directors, any contracts or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors to some other officer or agent of the Corporation, or shall be required by law to be otherwise signed or executed; and in general he shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time.

(b) Secretary. The Secretary of the Corporation shall: (a) keep the minutes of the meetings of the Board of Directors, and of all committees of the Board of Directors in one or more books provided for that purpose; (b) see that all notices of meetings are duly given in accordance with the provisions of these Bylaws or as required by law; (c) maintain and authenticate the records of the Corporation as necessary; (d) sign with the President, or other proper officer, any contracts or other instruments which the Board of Directors has authorized to be executed; (e) attest the signature or certify the incumbency or signature of any officer of the Corporation; and (f) in general perform all duties incident to the office of secretary and such other duties as from time to time may be prescribed by the President or Board of Directors.

(c) Treasurer. The Treasurer of the Corporation shall: (a) in general supervise the financial affairs of the Corporation, (b) maintain appropriate accounting records as required by law; (c) prepare, or cause to be prepared, such annual financial statements of the Corporation as may be required by law; and (d) in general perform all of the duties incident to the office of treasurer and such other duties as from time to time may be prescribed by the President or Board of Directors of the Corporation.
Section 3. Other Officers/Employees. The duties of all other officers and employees not defined in these Bylaws shall be prescribed and fixed by the Board of Directors.

Section 4. Compensation. The compensation, if any, of any officer and/or employee of the Corporation shall be as specifically set and approved by the Board of Directors.

ARTICLE VII

CONTRACTS, LOANS, CHECKS, DEPOSITS AND BONDS

Section 1. Contracts. The Board of Directors may authorize any officer or officers, agent or agents, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Corporation, and such authorization may be general or confined to specific instances.

Section 2. Loans. No loans shall be contracted on behalf of the Corporation and no evidence of indebtedness shall be issued in its name unless authorized by the Board of Directors. Such authority may be general or confined to specific instances.

Section 3. Checks and Drafts. All checks, drafts, or other orders for the payment of money, issued in the name of the Corporation, shall be signed by such officer or officers, agent or agents of the Corporation and in such manner as shall from time to time be determined by the Board of Directors.

Section 4. Deposits. All funds of the Corporation not otherwise employed shall be deposited from time to time to the credit of the Corporation in such depositories as may be selected by or under the authority of the Board of Directors.

Section 5. Bonds. The Board of Directors may by resolution obtain a bond on any individual serving the Corporation as an officer, agent, or employee, or in a State Referee Administrative Position, with sufficient sureties, conditioned on the faithful performance of the duties of his or her respective office or position, and to comply with such other conditions as may from time to time be required by the Board of Directors.

ARTICLE VIII

AUDITS, REPORTING, AND GOVERNING DOCUMENTS

Section 1. Audits/Reviews. At the end of each fiscal year, under the direction of the Board of Directors, the Corporation shall retain an independent auditor to conduct an audit and/or review (an “Annual Financial Review”) of the financial records of the Corporation. Upon completion of the Annual Financial Review, the Board shall cause copies of such to be distributed to the NCASA and NCYSA in a timely manner.

Section 2. Interim Reports. The Board of Directors may, in its discretion, also commission one or more interim reports of the operations of the Corporation, including financial statements (the “Interim Financial Reports”). Upon completion of an Interim Financial Report, the Board shall cause copies of such to be distributed to the NCASA and NCYSA in a timely manner.

Section 3. Governing Documents. The Corporation shall provide copies of its governing documents, including its Articles of Organization and Bylaws (and any amendments thereto) to the NCASA and NCYSA.
ARTICLE IX
INDEMNIFICATION

Any person who at any time serves or has served as an officer or Director of the Corporation shall have a right to be indemnified by the Corporation to the fullest extent by law against (a) reasonable expenses, including attorneys' fees, incurred by him in connection with any threatened, pending, or completed civil, criminal, administrative, investigatory, or arbitration action, suit, or proceeding (and any appeal therein), whether or not brought by or on behalf of the Corporation, seeking to hold him liable by reason of the fact that he is or was acting in such capacity, and (b) reasonable payments made by him in satisfaction of any judgment, money decree, fine (including an excise tax assessed with respect to an employee benefit plan), penalty, or settlement for which he may have become liable in any such action, suit, or proceeding.

The Board of Directors of the Corporation shall take all such action as may be necessary and appropriate to authorize the Corporation to pay the indemnification required by this Bylaw, including, without limitation, making a determination that indemnification is permissible in the circumstances and a good faith evaluation of the manner in which the claimant for indemnity acted and of the reasonable amount of indemnity due him. The Board of Directors may appoint a committee or special counsel to make such determination and evaluation.

Any person who at any time after the adoption of these Bylaws serves or has served in the aforesaid capacity for or on behalf of the Corporation shall be deemed to be doing or to have done so in reliance upon, and as consideration for, the right of indemnification provided herein. Such right shall inure to the benefit of the legal representatives of any such person and shall not be exclusive of any other rights to which such person may be entitled to a part from the provisions of these Bylaws.

ARTICLE X
DISTRIBUTION UPON DISSOLUTION

Subject to the paragraph below, in the event that the Corporation shall be dissolved as permitted by or by operation of North Carolina law, the funds and assets of the Corporation shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code (herein the "Code"), or corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government for public purpose.

Notwithstanding the foregoing, and consistent with the provisions of Article II above, if at the time of the dissolution of the Corporation, there is a successor referee organization qualified under Section 501(c)(3) of the Code and operating within the State of North Carolina with an exempt purpose and mission similar to that set forth in Article II (herein a "Successor Referee Organization"), it is the intent of this Corporation that its assets be transferred to that Successor Referee Organization upon the dissolution and liquidation of the Corporation.
ARTICLE XI

GENERAL PROVISIONS

Section 1. Definitions. Unless the context otherwise requires, terms used in these Bylaws shall have the meanings assigned to them in the Act to the extent defined therein.

Section 2. Seal. The corporate seal of the Corporation shall consist of two concentric circles between which is the name of the Corporation and in the center of which is inscribed SEAL, and such seal, is hereby adopted as the corporate seal of the Corporation.

Section 3. Fiscal Year. The fiscal year of the Corporation shall be fixed by the Board of Directors.

Section 4. Amendments. Except as otherwise provided in the Articles of Incorporation or by law, these Bylaws may only be amended or repealed with the affirmative approval of (i) 2/3 of all Directors then serving on the Board of Directors of the Corporation and (ii) the separate approval of the Presidents of the NCASA and NCYSA.

Section 5. Robert’s Rules of Order. Except as otherwise specifically provided herein, or as otherwise decided by the Board of Directors at the start of any meeting, Robert’s Rules of Order shall be applicable to all meetings of the Board of Directors.
State Referee Committee Chairman

Date:

State Referee Administrator

Date:

State Youth Referee Administrator

Date:

State Director of Instruction

Date:

State Director of Assessment

Date:

State Assignor Coordinator

Date:

President, NCYSA

Date:

President, NCASA

Date:

At Large Director, NCYSA

Date:

At Large Director, NCASA

Date:

At Large Director, NCYSA/NCASA

Date:

Adopted 9/8/11  State Referee Committee
**JOB DESCRIPTION: STATE REFEREE COMMITTEE**

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>State Referee Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Function:</strong></td>
<td>Promotes and carries out the National Program for Referee Development for all affiliated soccer within their jurisdiction. Sets policies within the state within the confines of the governing documents of U.S. Soccer and the National Program for Referee Development.</td>
</tr>
<tr>
<td><strong>Requirements:</strong></td>
<td>The State Referee Committee should consist of the following positions at a minimum. Others may be added depending on the needs of the SRC: Chairperson, State Referee Administrator, State Youth Referee Administrator, State Director of Referee Instruction, State Director of Referee Assessment, State Assignor Coordinator, President or a representative of the state youth association, President or a representative of the state adult association. Note: The positions of Chairperson and SRA may be combined with the joint agreement of the state associations.</td>
</tr>
<tr>
<td><strong>Appointment:</strong></td>
<td>In accordance with the by-laws and policies of U.S. Soccer, followed by the governing documents of the SRC.</td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
<td>State Association(s) with functional responsibilities to National Program for Referee Development Office.</td>
</tr>
<tr>
<td><strong>Responsibilities:</strong></td>
<td>Establish a referee program that is responsive and accountable to U.S. Soccer affiliates. Hold regular meetings to conduct the affairs of the state referee program. 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 U.S. Soccer. Hear reports from technical members. Vote on and establish policies and procedures for the state referee program within the scope of the National Program for Referee Development. Disseminate information, including that sent to states from the national office, to the referees within the state. Seek ways to provide development opportunities for referees. Ensure that an effective referee development program is working, which identifies, trains and gives opportunities to promising referees. Forward names of promising referees at various levels of development to the National Office for consideration in academy appointments.</td>
</tr>
</tbody>
</table>
**JOB DESCRIPTION:**
**CHAIRPERSON, STATE REFEREE COMMITTEE**

<table>
<thead>
<tr>
<th>Title:</th>
<th>Chairperson, State Referee Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Requirements:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Function:</strong></td>
<td>Plans, implements and supervises the state referee committee meetings, ensures compliance with the National Program for Referee Development within the state.</td>
</tr>
<tr>
<td><strong>Appointments:</strong></td>
<td>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.</td>
</tr>
</tbody>
</table>
| **Responsibilities:** | 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**

<table>
<thead>
<tr>
<th>Title:</th>
<th>State Referee Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Function:</td>
<td>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).</td>
</tr>
<tr>
<td>Requirements:</td>
<td>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.</td>
</tr>
<tr>
<td>Appointment:</td>
<td>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.</td>
</tr>
<tr>
<td>Reports to:</td>
<td>State Association(s) with functional responsibilities to National Referee Program Office.</td>
</tr>
<tr>
<td>Responsibilities:</td>
<td>The State Referee Administrator may delegate specific duties, but he/she remains responsible for the proper discharge of each duty.</td>
</tr>
</tbody>
</table>

1. **COMMUNICATIONS**
   
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:
   
   (1) Law and rule interpretations.
   (2) Law and rule changes.
   (3) Soccer publications.
   (4) Clinics and courses.

g. Makes recommendations for selection of:
   
   (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

<table>
<thead>
<tr>
<th><strong>Title:</strong></th>
<th>State Youth Referee Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Function:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Requirements:</strong></td>
<td>Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials.</td>
</tr>
<tr>
<td><strong>Appointment:</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Reports to:</strong></td>
<td>State Youth Association with functional responsibilities to State Referee Administrator.</td>
</tr>
</tbody>
</table>
| **Responsibilities:** | 1. **STATE YOUTH CUP**  
The State Youth Referee Administrator shall be responsible for assigning officials to all Intra-State Youth Cup Games. The SYRA must be a registered assignor to fulfill this duty or delegate it to someone who is a registered assignor.  
2. **ODP TRAINING**  
The SYRA shall help identify officials to attend training at the ODP camps.  
3. **EARLY IDENTIFICATION**  
The SYRA should identify talented officials working youth games and recommend them to the State Referee Committee for assignment to Regional tournaments.  
4. **REFEREE PROGRAM FOR YOUTH RECREATIONAL PLAY**  
Oversee the youth recreational referee program for the state. |
**JOB DESCRIPTION:**  
**STATE DIRECTOR OF ASSESSMENT**

<table>
<thead>
<tr>
<th>Title:</th>
<th>State Director of Assessment (SDA)</th>
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</thead>
<tbody>
<tr>
<td>Function:</td>
<td>Carries out the policies of the National Assessment Program at the State Association level.</td>
</tr>
</tbody>
</table>
| Requirements: | Must be a current *State Assessor* grade, or higher. (this may be waived by the National Director of Referee Assessment (NDRA) and the National Office for an interim period required to attain that grade.) with a demonstrated competency in:  
  - Administration, program planning and implementation  
  - Referee assessment  
  - Cooperation with all levels of State Administration above, lateral to, and below them. |
| Appointment: | Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.  
Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations. |
| Reports to: | The State Referee Administrator (SRA), with functional responsibilities to the NDRA and U.S. Soccer. |
| Responsibilities: | 1. Referees  
  - Provide expertise in connection with State Referee selection and game assignments, and other information required by the SRA.  
  - Provide routine feedback to the State Director of Instruction (SDI) with suggestions for topics to be covered by the instructional program.  
  - Keep required records of referee assessments.  

2. Referee Assessors  
  - 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 DIRECTOR OF INSTRUCTION

<table>
<thead>
<tr>
<th>Title:</th>
<th>State Director of Instruction (SDI)</th>
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</thead>
<tbody>
<tr>
<td>Function:</td>
<td>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. 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 between the Federation and the State Associations.</td>
</tr>
</tbody>
</table>
| Requirements: | 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:  
  • Planning, designing, implementation, and administration, including the ability to conclude projects  
  • Referee Program instruction and training  
  Knowledge of the Laws of the Game, including referee procedures, techniques and mechanics |
| Appointment:   | Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations. Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations. |
| Reports to:    | State Referee Administrator, with functional responsibilities to the U.S. Soccer Federation National Program for Referee Development Office. |
| Responsibilities: | **1. Referees**  
  • 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  
    Provides at least six (6) hours of preparatory training for National Referee candidates only. |
<table>
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<tr>
<th>Responsibilities: (Continued)</th>
<th>2. Referee Instructors</th>
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<tr>
<td></td>
<td>• Supervises and evaluates the instructional staff within the State Association(s)</td>
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<td></td>
<td>• 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.</td>
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<tr>
<td></td>
<td>• 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.</td>
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<tr>
<td></td>
<td>• Responsible for ensuring that course content is the approved Federation curriculum.</td>
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<td></td>
<td>• 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.</td>
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<td></td>
<td>• 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.</td>
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<td></td>
<td>• Registers all instructors residing within the State Association jurisdiction with the Federation.</td>
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</table>

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