

POLICY MANUAL

OF THE

STATE REFEREE PROGRAM

OF

METROPOLITAN DC–VIRGINIA SOCCER ASSOCIATION, INC.

AND

VIRGINIA YOUTH SOCCER ASSOCIATION, INC.

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PART I—GENERAL POLICIES

POLICY 101—STATE REFEREE PROGRAM

Rule 1. ESTABLISHMENT AND PURPOSES

Section 1. Metropolitan DC-Virginia Soccer Association, Inc., and Virginia Youth Soccer Association, Inc., jointly establish a State Referee Program for their 2 State Associations.

Section 2. The purposes of the State Referee Program are—

- (1) To carry out the National Referee Development Program of the United States Soccer Federation through the SRP;
- (2) To develop the quality and quantity of Federation referees, referee coaches, mentors, and assignors; and
- (3) To register those referees, referee coaches, mentors, and assignors required to serve in the Metro DC and Virginia State with the goal of achieving excellence in officiating, governance, education, and administration.

Rule 2. DEFINITIONS

In this policy—

- (1) **“Federation”** means the United States Soccer Federation, Inc.
- (2) **“MDCVSA”** means the Metropolitan DC-Virginia Soccer Association, Inc.
- (3) **“SAC”** means the State Referee Assignor Coordinator provided for under Rule 7 of this policy.
- (4) **“SDA”** means the State Director of Referee Assessment.
- (5) **“SDI”** means the State Director of Referee Instruction.
- (6) **“SRA”** means the State Referee Administrator.
- (7) **“SRC”** means the State Referee Committee provided for under Rule 3 of this policy.
- (8) **“SRP”** means the State Referee Program established under this policy.
- (9) **“SRR”** means the State Referee Registrar provided for under Rule 8 of this policy.
- (10) **“SYRA”** means the State Youth Referee Administrator
- (11) **“Technical staff”** means the SRC Chairman, SRA, SYRA, SDA, and SDI.
- (12) **“2 State Associations”** means MDCVSA and VYSA.
- (13) **“VYSA”** means the Virginia Youth Soccer Association, Inc.

Rule 3. STATE REFEREE COMMITTEE (SRC)

Section 1. SRC Responsibilities

The SRC is responsible for carrying out this policy, including the development of the SRP in:

- (1) administration;
- (2) registration;

- (3) recruitment;
- (4) instruction;
- (5) mentoring;
- (6) evaluation (assessment);
- (7) retention;
- (8) assignment.

Section 2. SRC Composition:

The SRC is comprised of the following members:

- (1) the Chairman;
- (2) the SRA;
- (3) the SYRA;
- (4) the State Association representative from MDCVSA;
- (5) the State Association representative from VYSA;
- (6) the SDA;
- (7) the SDI;
- (8) the Presidents of MDCVSA and VYSA, who shall be ex officio, non-voting members.

Section 3. Terms of Office

(a) Each voting member of the SRC referred to in section 2 of this rule has a term of 2 years and may be reappointed. A voting member may continue to serve until a successor is appointed. The term of each voting member shall begin on July 1 of each of the years specified in section 4 of this rule.

(b) A voting member of the SRC is discouraged from holding any office in a referee association to avoid any real or perceived conflict of interest between the member's responsibilities to the SRP and the referee association.

Section 4. SRC Appointments

Each of the voting members of the SRC referred to section 2 of this rule shall be appointed as follows:

- (1) the Chairman, appointed by the 2 State Associations for terms beginning in odd numbered years.
- (2) the SRA, appointed by the 2 State Associations for terms beginning in even-numbered years.
- (3) the SYRA, appointed by VYSA with the advice of the SRA for terms beginning in odd-numbered years.
- (4) the MDCVSA State Association representative, appointed by MDCVSA for terms beginning in even-numbered years.
- (5) the VYSA State Association representative, appointed by VYSA for terms beginning in odd-numbered years.
- (6) the SDA, appointed by the 2 State Associations on the recommendation of the SRC for terms beginning in even-numbered years.
- (7) the SDI, appointed by the 2 State Associations on the recommendation of the SRC for terms beginning in odd-numbered years.

Section 5. SRC Meetings

The SRC shall meet at times, dates, places, and/or mediums, as determined by the SRC Chairman, but shall meet a minimum of 4 times per year. Proceedings of the SRC shall be conducted in accordance with the latest authorized version of Robert's Rules of Order. A meeting of the SRC shall be called on the request of any 3 members of the SRC. Each voting member of the SRC shall have only one vote at a meeting.

Section 6. SRC Presiding Officer(s)

The Chairman shall preside at all meetings. In the absence of the Chairman, the SRA shall preside.

Rule 4. SPECIFIC SRC RESPONSIBILITIES

In carrying out this policy, the SRC shall develop and oversee the implementation of the following activities and programs:

- (1) the adoption and revision, as appropriate, of job descriptions for all positions of the SRP;
- (2) the timely submission of registration forms of referees, referee coaches, mentors, and assignors;
- (3) procedures for upgrading referees;
- (4) scheduling, instruction, and testing for registration, initial certification, and recertification;
- (5) cooperating with the Federation National Referee Office in the use of computer-related systems;
- (6) determining the level and number of games a referee must officiate annually to recertify at the referee's existing grade level;
- (7) developing a recruitment program that identifies prospective candidates through advertising, promotional articles, and outreach engagements;
- (8) scheduling, instruction, and testing for new referees, referee coaches, mentors, and assignors;
- (9) providing clinics for all levels of referees, referee coaches, mentors, and assignors and producing training aids under the guidance of the SDI;
- (10) training and recruitment of referee coaches and mentors under the guidance of the SDA and SDI;
- (11) the coordination and assignment of referee coaches and mentors to youth and amateur games and referee clinics, including the assignment of referee coaches and mentors to meet the evaluation and instructional needs of referees;
- (12) providing for mentoring and coaching promising referees;
- (13) retaining currently registered referees, referee coaches, mentors, and assignors, including the direct communication with them through the use of publications and other means;
- (14) compiling and providing a list of registered referees for use in assigning games within the jurisdiction of US Soccer affiliates;
- (15) being the Appeals Authority that considers and decides appeals of decisions of hearing committees that hear and find State Referee Program members (referees, assignors, coaches/mentors) guilty of misconduct;
- (16) setting the priority of assignments for state-level competitions; and

(17) overseeing the coordination and assignment of referees for all US Soccer affiliated competitions in the Metro DC and Virginia State region, and providing referees for competitions of USASA and USYSA Eastern Region (Formerly Region 1) and other US Soccer affiliations that require referee support

Rule 5. FINANCE

Section 1. SRP Fiscal Year

The fiscal year of the SRP shall be from July 1 of one year through June 30 of the following year.

Section 2. SRC Accounting Controls and Procedures

The SRC shall provide for fiscal controls and accounting procedures consistent with generally accepted accounting principles it considers appropriate to ensure the prudent use, proper disbursement, and accurate accounting of all money of the SRP including having a review or audit of the accounts of the SRP conducted annually.

Section 3. SRC Budget Process

The SRC Chairman, with assistance from the other members of the technical staff, shall prepare a proposed annual budget for the SRP. The proposed budget shall be submitted to the SRC each year for its approval. On approval of the budget by the SRC, copies of the approved budget shall be provided to the 2 State Associations upon request.

Section 4. SRC Financial Statements

The SRC shall, upon request, provide the 2 State Associations with quarterly financial statements on the operations of the SRP.

Rule 6. RESPONSIBILITIES OF THE CHAIRMAN AND THE TECHNICAL STAFF

Section 1. SRC Chairman

- (1) Provides supervisory responsibility for carrying out the SRP;
- (2) Appoints for the 2 State Associations hearing committees to consider
- (3) and decide cases involving complaints of misconduct by game officials.
- (4) Develops the annual budget for the SRC.
- (5) Manages the State Referee Program administrative staff, as needed.

Section 2. The SRA—

- (1) Manages the operations and administration of the SRP, supervises the technical staff, the SAC, SRR, and Area Directors of Referee Administration, Instruction, and Assessment
- (2) Serves as the liaison between the Federation's Referee Committee and the SRC.

Section 3. SYRA –

- (1) Assists the SRA, with special emphasis on youth matters.

Section 4. SDA

- (1) Carries out the National Referee Assessment Program for the SRP.
- (2) Provides recommendations to the SRC on appointments of the ADA positions.
- (3) Provides oversight of the ADAs in carrying out the State Assessment policies.

- (4) Coordinates with the SDI as required for mentoring and referee coach instruction.

Section 5. SDI

- (1) Carries out the National Referee Instructional Program for the SRP.
- (2) Provides recommendations to the SRC on appointments of the ADI positions.
- (3) Provides direction to and oversight of ADIs in carrying out the State Instruction policies.
- (4) Coordinates with the SDA as required for mentoring and referee coach instruction.
- (5) Coordinates the instructional program for referees, referee coaches, mentors, and assignors, including development and execution of instruction.
- (6) Provides clarification on the interpretation and application of the Laws of the Game.

Rule 7. STATE REFEREE REGISTRAR

Section 1. State Referee Registrar Appointment and Term of Office

The SRP has a State Referee Registrar (SRR) nominated by the SRA and approved by the SRC. The appointment shall be for a term of 2 years beginning on July 1 of each even-numbered year. The SRR may be reappointed and may continue to serve until a successor is appointed.

Section 2. SRR Responsibilities

The SRR reports to the SRA and is responsible for the registration and certification of referees, referee coaches, mentors, and assignors of the SRP. The appointment shall be for a term of 2 years beginning on July 1 of each even-numbered year. The SRR may be reappointed and may continue to serve until a successor is appointed.

Rule 8: State Assignor Liaison

Section 1: State Assignor Liaison (SAL) Appointment and Term of Office

The SRP has a State Assignor Liaison who is nominated by the SRA and approved by the SRC. The appointment shall be for a term of 2 years beginning on July 1 of each odd-numbered year. The SAL may be reappointed and may continue to serve until a successor is appointed.

Section 2: SAL Responsibilities

The State Assignor Liaison reports to the SRA. The SAL interacts with the SRC, assignors, and members of the referee and soccer community to be cognizant of topics, issues, and disciplinary concerns related to referee assignments; coordinates with assignors to address and resolve concerns; and presents topics, concerns, and recommendations related to assignors and assignments to the SRC. Specifically, the SAL:

- (1) Acts as the SRC representative to the Assignor Community to assist in achieve the SRP referee development goals and objectives
- (2) Communicates to all assignors the objectives and goals of the SRC
- (3) Communicates to the SRC assignor issues for review and action, as needed

Rule 9: State Match Assignor

Section 1. State Match Assignor

The SRP has one or more State Match Assignors (SMA) who are appointed by the SRA with the approval of the SRC and serve for a period of two years and can be re-appointed.

Section 2. SMA Responsibilities

The State Match Assignor reports to the SRA and is responsible for assigning referees to matches for which the State Referee Committee (SRC) has been requested to provide referees. Matches typically include National and Regional competitions.

Rule 10. Administrative Areas and Positions

Section 1. Area Director Positions

The SRC shall establish areas within the District of Columbia and Virginia for the administration of the SRP. Each area shall have an Area Director of Referee Administration (ARA), an Area Director of Referee Assessment (ADA), and an Area Director of Referee Instruction (ADI). They are responsible for the administration of the SRP within their area and shall report to their respective State Level counterpart (SRA, SDA and SDI).

Section 2. ARA Appointments and Term of Office

Each Area Director of Referee Administration will be nominated by the SRA with the approval of the SRC for a 2-year term and may be reappointed. An Area Director of Referee Administration may continue to serve until a successor is appointed. The terms of all of the Area Directors of Referee Administration shall begin on July 1 and shall be staggered so that, as nearly as practicable, half of the terms shall begin on July 1 of odd-numbered years and half of the terms begin on July 1 of even-numbered years and that, within each area, not all terms begin on July 1 of the same year.

Section 3. ADA Appointments and Term of Office

Each Area Director of Assessment will be nominated by the SDA with the approval of the SRC for a 2-year term and may be reappointed. An Area Director of Assessment may continue to serve until a successor is appointed. The terms of all of the Area Director of Assessment shall begin on July 1 and shall be staggered so that, as nearly as practicable, half of the terms shall begin on July 1 of odd-numbered years and half of the terms begin on July 1 of even-numbered years and that, within each area, not all terms begin on July 1 of the same year.

Section 4. ADI Appointments and Term of Office

Each Area Director of Instruction will be nominated by the SDI with the approval of the SRC for a 2-year term and may be reappointed. An Area Director of Instruction may continue to serve until a successor is appointed. The terms of all of the Area Director of Instruction shall begin on July 1 and shall be staggered so that, as nearly as practicable, half of the terms shall begin on July 1 of odd-numbered years and half of the terms begin on July 1 of even-numbered years and that, within each area, not all terms begin on July 1 of the same year.

POLICY 102—TRAVEL EXPENSES

Part I—GENERAL

The purpose of this policy is to provide the requirements and procedures for travel expenses incurred ***by individuals carrying out activities for*** the Metro DC–Virginia State Referee Program (SRP) ***where there is no compensation paid to those individuals***. It is the policy of the SRP that persons carrying out activities for the SRP should not be penalized nor profit in carrying out those activities.

When individuals are carrying out activities for the Metro DC–Virginia State and they receive compensation for those activities (i.e. referee coaches and mentors who receive an evaluation fee or are paid for the classes they teach, or referees who receive a game fee or honorarium), the responsible member of the Technical Committee shall be authorized to pay travel expenses from the Technical Committee member's associated budget whenever travel is excessive and the compensation paid to the individual does not cover his or her costs.

Part II—GENERAL TRAVEL AND REIMBURSEMENT REQUIREMENTS

1. Payment by State Office Only.

All payments for travel and other reimbursable expenses will be paid through the SRP Office by check. No payment will be made from cash funds at an event or program.

2. Reimbursement Request Forms*

NOTE: Only pre-authorized travel or expenses will be reimbursed.

Reimbursement Request forms must be used by anyone requesting reimbursement for any expense, not related to a SRP sponsored clinic. All information requested on the form is required: name, address, title/position, dates, signature, etc. Reimbursement for expenses related to administering and conducting clinics will requested and submitted on the clinic expense report.

3. Original Receipts Requirement.

Expenditures for more than \$25 (except for mileage) must be submitted with an original receipt in order to be reimbursed. For amounts of \$25 or less, when no receipt can be obtained, the person must submit a personal, signed statement indicating the date, amount, and nature of the expenditure made by that person.

4. Meal Expenses.

Costs of meals plus must be reasonable. An example of reasonable expenses for meals by location is provided by the Government Services Administration's (GSA) Joint Travel Regulations per diem rates (<http://www.gsa.gov/portal/content/104877>). Alcohol is not a reimbursable expense. Exceptions from reasonable rates of meals may be made on an individual basis if approved by the SRC Chairman or SRA.

5. Air Travel.

Air travel will be at the lowest coach class airfare available to the destination. Air travel arrangements are to be made as far in advance of the date of travel as is possible under the circumstances to ensure the lowest possible fare. Requests for Business Class airfare for travel Outside the Continental United States (OCNUS) may be requested and approved by the SRC Chairman or SRA, if the travel is for official MDCVASRP business.

6. Mileage.

Reimbursement for mileage is paid at the current IRS rate. Reimbursement is not authorized and will not be paid for mileage that is less than a 50-mile radius from home. Mileage reimbursement will follow the Government Services Administration's (GSA) Joint Travel Regulations mileage rates (<http://www.gsa.gov/portal/content/104877>) and may not exceed the lowest coach class airfare to the place of destination.

7. Rental Cars.

Prior to rental of a car, consideration should be given to its required use and other transportation alternatives. The use of rental cars is encouraged when the cost of a rental car is less than the cost of mileage or other means of transportation, such as airport limousines or taxis. A person may only rent an economy or compact-sized car, except when 3 or more individuals are traveling together and using the car. Itemized rental receipts and payment receipts are required.

8. Prior Approval.

Use of Air travel and Rental cars must have the prior approval by the appropriate program manager (SRA, SYRA, SDA, or SDI).

9. Timely Submission.

The SRP Office must receive a Reimbursement Request form within 45 days from the date the expenses are incurred. Any expense request after the 45 days may be denied reimbursement by the SRC.

10. Payment for Expenses of Other Persons.

Expenses incurred for other persons should only be for persons eligible for reimbursement from the SRP and have not been submitted on any other Reimbursement Request form. You must complete the Reimbursement Request form and then enter the names and titles/positions and amounts of those expenses on the Other Party Expense* form. Please note that the detailed amounts on the Other Party Expense form must add up to the total entered on the Reimbursement Request form.

11. Approvals.

Only the Chairman of the State Referee Committee (SRC) and the SRA have approval authority.

Part III—REIMBURSEMENT PROCEDURES

1. Completed Reimbursement Request Forms.

A completed and signed Reimbursement Request form with original receipts or copies of the original receipts attached should be submitted, via USPS mail or electronically directly to the

SRP Office,** or, if related to administering and conducting clinics, submitted on the clinic expense report. An incomplete or improperly completed request may cause a delay in processing and may cause the form to be returned to the person submitting the form.

2. Review of Forms.

The SRP Office** will review each Reimbursement Request form for completeness and accuracy and will forward the form, without supporting documentation, to the SRC Chairman or SRA for approval. Copies of receipts will be available to the Chairman or SRA on request. Only a request that is complete and adheres to this policy will be forwarded for approval.

3. . Payment.

On receiving the approval of a request, a check will be issued by the SRP Office.

4. Denied Requests.

A Reimbursement Request form that is denied will be returned to the person submitting the form.

*Copies of the Reimbursement Request form and the Other Party Expense form are included in the Appendices to this Manual.

**The address of the SRP Office is as follows:

Metro DC–Virginia State Referee Program
2241-E Tacketts Mill Drive,
Woodbridge, VA 22192

Part IV—REIMBURSEMENT STIPENDS

In an effort to promote referee growth and professionalism, the State Referee Committee strongly encourages that State-sponsored events such as ODP Friendlies, State Cup/President’s Cup Semi-Finals and Finals Weekends, ODP Region 1 Championships, and Eastern Region National Championships, and similar SRP sponsored events are incorporated fully into the state-wide referee development program. These events offer opportunities for higher levels of competition and require that our delegations be composed of officials capable of officiating at senior levels. For these state-wide events, which encompass at a minimum, a full weekend of officiating, training, mentoring and or evaluation, , participating officials, referee coaches, mentors, and administrators are required to devote the entire weekend to the event. In addition, the SRC is committed to ensuring that each area of the state is represented in our delegations.

The State Referee Committee recognizes that the very referees we seek to participate in these state-sponsored events are in high demand by assignors across the state. They are highly competent, professional, willing to put aside personal interests for the good of the event, and committed to youth matches. Although the primary purpose of participating in such events is for the referee’s own personal development and growth, the SRC recognizes that compensation is appropriate and warranted. To that end, it is SRC policy that compensation for all such events encompassing at least a full weekend’s commitment, is limited to the following.

All referees, referee coaches, mentors, and administrators selected to participate will receive:

- Room and board, as needed, from the sponsoring US Soccer affiliate (MDCVASRP, VYSA, Region 1, etc.).
- Reimbursement for travel to the events in Virginia consistent with the SRC policy on mileage reimbursement. For travel outside of Virginia, the SRC policy on mileage will apply unless airfare is required, in which case the SRC policy on flight arrangements and expenses will apply.
- Stipends to supplement any other approved compensation for the event will be established by the SRC during initiation of the annual budget process in January of each year and will be published as an addendum to this document.
- Match Fees:
 - a. State Cup/President's Cup Semi-Finals and Finals Weekends: A standard match fee will be provided to the referees based on current VYSA rates.
 - b. ODP Friendlies: No match fees will be provided to the Referees. These matches are shorter matches (60 minute) and the weekend is an invitation to select referees to participate in a developmental process for their advancement.
 - c. ODP Region 1 Championship: No match fees are provided to the referees. To reach the Regional Championships is an honor. All expenses are covered.
 - d. Region 1 Presidents Cup Championships: No match fees are provided to the referees. To reach the Regional Championships is an honor. All expenses are covered.
 - e. Eastern Region National Championship: No match fees are provided to the referees. To reach the Regional Championships is an honor. All expenses are covered.
- Stipends to supplement any approved compensation for the event will be established by the SRC during initiation of the annual budget process in January of each year and will be published as an addendum to this document.
- Referee Coaches, Mentors, Assignors and Administrators – The SDI and SDA will select the appropriate number of Referee Coaches and/or Mentors for the ODP Friendlies and State Cup/President's Cup Semi-Finals and Finals weekends. The selected personnel list will be coordinated with the SYRA and approved by the SRC. Additionally, a Head of Delegation, Assignor and Event Administrator may be appointed as approved by the SRC.
- Heads of Delegations at the Eastern Region National Championship will receive a stipend from the SRC and reimbursement from any out-of-pocket expenses for the service provided to VYSA and the State Referee Development Program.
- Assignors and administrators for State Cup Semi-Finals and Finals and ODP Friendlies shall receive a stipend for participation in the full weekend.
- All referees, referee coaches, mentors, assignors, and administrators are required to participate for the entire weekend to maximize the gains from each event. Any request to participate in less than the entire weekend must be approved in writing by the SYRA at least 7 days before the event. Stipends will be adjusted based upon the approved and actual participation percentage in the event.

POLICY 103—PARTICIPATING OUTSIDE STATE OF REGISTRATION

Part I—GENERAL

1. Many referees, referee coaches and mentors from other states and countries are regularly invited to participate in USSF referee activities held in DC-Virginia. The State Referee Committee strongly encourages this practice as it brings increased value to the players, referees, and spectators at these games.

2. Similarly, referees, referee coaches and mentors from DC-Virginia travel to other states to participate in USSF referee activities. Again, the State Referee Committee supports such travel as it increases the experience of referees, referee coaches and mentors from DC-Virginia and often helps out programs in other states.

3. However, referees, referee coaches and mentors coming into DC-Virginia have often been in violation of USSF policies and do not follow proper protocol. Further, our referees, referee coaches, and mentors traveling to other states sometimes find that their games and assessments do not count because proper procedures were not followed.

Part II—REFEREES

4. Any referee traveling outside his or her home state "must inform the SRA/SYRA when traveling out of the state association to work games provided they have met their obligation to the state association." This means that any referee from DC- Virginia traveling to another state must have permission of the SRA. Such permission can be obtained by contacting the SRA. The State Referee Program website (<https://www.vadcsoccerref.com/quick-links/directory-1>) directory provides contact email addresses, or call the State Referee Office at (703-491-1717). As long as the referee is in good standing and has fulfilled his or her obligations to the State Referee Program, permission will be granted. Referees wishing to travel to another state for a formal practical evaluation must have permission from the DC-Virginia SDA who will then contact the SDA in the state to which the referee is traveling. The SDA can be contacted at the State Referee Office or by e-mail (use link above for email address).

5. While USSF policies do not require a referee coming into DC-Virginia to provide written permission from his or her SRA before being allowed to referee in DC-Virginia, it is the policy of the State Referee Program that names of visiting referees be forwarded to the State Referee Office. The State Referee Office will then verify that visiting referees are currently registered with the USSF and, if needed, contact the referee's SRA to ensure the referee is in good standing. Further, the State Referee Office can help to verify that referees coming in from another country are properly certified and have the necessary legal documents required to work in the United States. Anyone inviting referees from out of the state should forward the names to the SRA at the state office (703-491-1717), fax them to the office (703-492-1948), or e-mail the names to the SRA.

Part III—REFEREE COACHES

6. USSF policies and procedures specifically prohibit referee coaches from traveling to another state to conduct formal evaluations without the specific approval of the referee coach's home state SDA and the SDA in the state where the formal evaluation will occur. Furthermore, proper protocol dictates that a referee coach traveling out of state first get permission from his or her own SDA and then from the SDA of the state the referee coach is visiting. Any evaluation performed by a referee coach without these permissions may be considered to be invalid. Therefore, any referee coach from DC-Virginia traveling out of state to conduct a formal evaluation must first contact the DC-Virginia SDA who will assist, if needed, in contacting the SDA in the state to be visited. Further, any out of state referee coach invited to conduct formal evaluations at any game held in DC or Virginia must get permission from the DC-Virginia SDA before conducting any formal evaluations in DC or Virginia. Anyone inviting a referee coach (or the referee coach himself or herself) should contact the SDA at the State Referee Office (703-491-1717) or by e-mail at This policy does not apply to referee coaches and mentors selected to attend USSOCER events held at out of state venues.

Part IV—REFEREE COACH INSTRUCTION

7. It is the policy of USSF and the SRP that all activities conducted for the purpose of referee, referee coach, or mentor training or which may be used to satisfy training requirements, be done in coordination with the State Director of Instruction. This policy is consistent with the policies and procedures of USSF and is proper protocol. This policy pertains to all classes, clinics, and any other form of instruction provided to referees, referee coaches, and mentors within the DC-Virginia service area. The purpose of this policy is not to restrict such training but rather to ensure that all such training is coordinated, that the SDI is aware of what is being presented, and that proper publicity is given to all appropriate referees, referee coaches, and mentors. Anyone wishing to invite a guest presenter from another state should first coordinate with and get the permission of the SDI in DC-Virginia. The SDI can be contacted at the State Referee Office (703-491-1717).

Part V—League and Tournament Games in Maryland

8. For purposes of this Policy, any game played in Maryland that is a league or a tournament game sanctioned by one of the 2 State Associations will be considered an "in-state" game and no special permissions for "out of state" games are required. This covers league and tournament games sanctioned by the Virginia Youth Soccer Association and Metropolitan DC-Virginia Amateur Soccer Association. However, referees traveling to games played in Maryland for express purpose of receiving a formal practical evaluation must contact the VA SDA who will coordinate the request for the evaluation with the MD SDA. Virginia referees are not authorized to coordinate directly with the MD SDA to arrange for a formal evaluation.

POLICY 104—SOCIAL SECURITY NUMBERS

1. Social security numbers may not be released outside the State Referee Office to anyone, including clubs, leagues, or certified assignors. Any list provided by the State Referee Office will not include social security numbers. To assist in identification, the Office establishes an index for each individual that consists of first name, last name, telephone number, and birth date. This index will be included as a field in a list the Office provides.

2. There is nothing that prohibits a club, league, or assignor from requesting a social security number directly from an individual. The prohibition only applies to the State Referee Program, preventing it from providing the social security numbers.

POLICY 105—SERVICE AREAS

Section 1. The territory under the jurisdiction of the State Referee Program (SRP) shall be divided into, and administered through, the following 4 service areas:

(1) North Service Area

The North Service Area is comprised of the following political jurisdictions: the counties of Arlington, Clarke, Culpeper, Fairfax, Fauquier, Frederick, King George, Loudoun, Madison, Orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, and Warren, and the District of Columbia and the independent cities located within the external boundaries of those jurisdictions.

(2) South Service Area

The South Service Area is comprised of the following political jurisdictions: the counties of Accomack, Essex, Gloucester, Isle of Wight, James City, Lancaster, Mathews, Middlesex, Northampton, Northumberland, Richmond, Southampton, Surry, Westmoreland, and York, and the independent cities located within the external boundaries of those jurisdictions.

(3) Central Service Area

The Central Service Area is comprised of the following political jurisdictions: the counties of Albemarle, Amelia, Appomattox, Augusta, Brunswick, Buckingham, Caroline, Charles City, Charlotte, Chesterfield, Cumberland, Dinwiddie, Fluvanna, Goochland, Greene, Greenville, Halifax, Hanover, Henrico, Highland, King and Queen, King William, Louisa, Lunenburg, Mecklenburg, Nelson, New Kent, Nottoway, Powhatan, Prince Edward, Prince George, and Sussex, and the independent cities located within the external boundaries of those jurisdictions.

(4) West Service Area

The West Service Area is comprised of the following political jurisdictions: the counties of Alleghany, Amherst, Bath, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Craig, Dickinson, Floyd, Franklin, Giles, Grayson, Henry, Lee, City of Lynchburg, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge, Russell, Scott, Smyth, Tazwell, Washington, Wise, and Wythe, and the independent cities located within the external boundaries of those jurisdictions.

Section 2. (a) As provided by Rule 9 of Policy 101—

(1) each service area shall have an Area Director of Referee Administration, an

Area Director of Referee Assessment, and an Area Director of Referee Instruction who are responsible for the administration of the SRP within their area and shall report to the respective state Technical Committee member; and

(2) each area director shall be appointed for 2-year terms beginning on July 1 of either even-numbered or odd-numbered years as provided by subsections (b) and (c) of this section.

(b) The following area directors have terms beginning on July 1 in even-numbered years:

- (1) Area Director of Referee Administration, North Service Area.
- (2) Area Director of Referee Administration, South Service Area.
- (3) Area Directors of Referee Assessment.

(c) The following area directors have terms beginning on July 1 in odd-numbered years:

- (1) Area Director of Referee Administration, Central Service Area.
- (2) Area Director of Referee Administration, West Service Area.
- (3) Area Directors of Referee Instruction.

POLICY 106: SRC STATEMENT OF NON-DISCRIMINATION

The Metro DC – Virginia State Referee Committee (SRC) is committed to maintaining a work environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, the SRC does not permit any form of harassment, unlawful discrimination or intimidation against its employees by anyone, including managers, supervisors, co-workers, executives, directors, officers, other employees, vendors, clients, customers or third parties based upon protected status. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran's status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The Policy also prohibits harassment on the basis of the protected status of an individual's relatives, friends or associates.

This policy applies to all members of the State Referee Committee, the area staffs, and all instructors, assessors, and assignors when they are carrying activities on behalf of the State Referee Program. Any violation of this Policy by an individual as defined above may subject the individual to disciplinary action.

In addition, the State Referee Committee is committed to ensuring that soccer games are free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, the SRC strongly encourages referees not permit any form of harassment, unlawful discrimination or intimidation against players, coaches, and team personnel by other players, coaches, team personnel, and spectators.

PART II—REFEREE POLICIES

POLICY 201—MINIMUM MATCH REQUIREMENTS

In accordance with USSF Policy 531-8; Section 5 (A), the SRC has established the following minimum match requirements that each referee certified through the Metro DC – Virginia State Referee Program must satisfy to maintain the appropriate referee grade.

1. Each referee certified through the State Referee Program (SRP) of the Metropolitan DC–Virginia Soccer Association, Inc., and the Virginia Youth Soccer Association, Inc., should satisfy the following minimum match requirements each year:

Referee Grade	Annual Amateur Matches	Annual Youth Matches	Total Annual Match Required
Regional Referee	16	8	24
Grassroots Referee	0	8	8

2. Amateur matches must be regular league matches in the SRP service area. Amateur Cup matches may not be used to meet the minimum match requirements.

3. Youth matches must be league or tournament matches in the SRP service area. League matches must consist of two 45-minute-half matches suitable for between two USSF affiliated teams. evaluation. Tournament matches must be U-18 or above. Additionally, all matches must use the diagonal system of control (referee and 2 assistant referees). Matches that employ the one-referee system or use club “linesmen” will not be counted.

4. If no amateur matches are available in the area of the referee in the SRP service area, the referee is encouraged to travel to other service areas to meet the requirements.

5. A referee may use professional and international matches to satisfy up to 50 percent of the annual match requirements.

6. Consistent with United States Soccer Federation Policy 531-8, the SRA is directed to downgrade or not re-certify any referee who consistently or blatantly fails to meet these minimum match requirements. If the SRA downgrades or does not re-certify a referee, the referee may appeal the decision of the SRA to the State Referee Committee.

7. If a referee is certified for only part of a year, these minimum match requirements do not apply to the referee for that partial year.

POLICY 202—PART YEAR REGISTRATIONS

Any referee registered during the current calendar year, after the date the United States Soccer Federation has terminated referee registrations for the current calendar year (June 30), will be registered for the next calendar year but may referee for the balance of the current calendar year and will be covered by the Federation's liability insurance policy for the balance of the current year as well as the next calendar year.

POLICY 203—DEFINITION OF U-19 FOR GAME COUNT

For purposes of the annual game count submitted on the USSF registration form, the category of games identified as Youth U-19 is defined as any USSF-sanctioned youth game, U-18 and older. Only matches consisting of a minimum of two 45-minute halves are to be counted. Tournaments that have matches played having less than the required 45 minutes halves cannot be counted.

POLICY 301—PRACTICAL EVALUATION¹ REQUIREMENTS

Section 1. GENERAL

This policy amplifies the practical evaluation (formerly known as assessments) requirements that are contained in the Criteria for Referee Certification Requirements Tables on the United States Soccer Federation (USSF) Referee website resource center -- <https://ussoccer.app.box.com/s/6larxlw3j1wjmql64x6x/file/651887327738> Referee License Requirements. Referees and Referee Coaches and Mentors within the Metro DC–Virginia State Referee Program must comply with the policies contained within this document for the purpose of referee upgrade and recertification. Referees seeking to obtain formal practical evaluations out of state must also comply with appropriate SRC policy for officiating out of state. Area Directors for Referee Assessments must ensure referees adhere to the requirements for licensing and recertification as specified herein.

Section 2. PRACTICAL EVALUATION CRITERIA

The following criteria apply for all practical evaluations:

All formal practical evaluation requests must be submitted a minimum of one week in advance of the requested assessment date to allow sufficient time for the ADA/SDA to solicit assessor availability. Last minute requests for formal practical evaluations due to late assignments will be considered and attempted to be assigned based on availability of the Referee Coaches and Mentors. However, this should be the exception and not an excuse by the referee for failure to submit the request in a timely manner.

- 1. Match Requirements for Formal Practical Evaluations:** Formal practical evaluations are required to meet standards for referee upgrade or recertification. Formal practical evaluations will only be performed on matches scheduled for two (2) full 45 minutes halves and must be between two current affiliated USSF member teams. While some practical evaluations may require a higher level of competition, minimum age level for formal practical evaluations will be U-18/19. Games not played to completion in accordance with the rules of the competition for that match will not count for practical evaluation purposes and another evaluation will be required at the referee's expense.
- 2. Developmental and Guidance Evaluations (Assessments) D&G):** D&G evaluations may be performed at any level of competition on matches of any duration at any time. However, there is still a requirement that both teams be current USSF affiliated.

NOTES:

- Grassroots referees are encouraged to request a formal D&G evaluation after the first two years of officiating.
- This D&G evaluation must be requested via the MDCV State Referee Program Officials Management System (OMS) web page – (<https://mdcvasrp.omgtsys.com>). The fee for this evaluation will be \$35.
- Referee Coaches and Mentors will formally enter the D&G evaluation in USSOCER Game Officials using the Report of Assessment of Game Officials form and provide formal written feedback to each member of the officiating team through the Assessor Feedback to Game Official form found at (<https://ussoccer.gameofficials.net/public/default.cfm>).
- Any current licensed Referee Coach or Mentor is eligible to conduct this evaluation.
- All other D&G evaluations are considered informal evaluations and the referee is authorized to contact any eligible Referee Coach or Mentor directly. There are no SRP fees associated with an informal D&G evaluation.

3. Timing of Practical Evaluations: It is the referee's responsibility to meet the recertification and or upgrade requirements within a given registration year.

- All formal upgrade and maintenance evaluations must be completed within the [registration](#) year and do not carry over to the following year.
- The registration year is set by USSF and begins on 1 July of the current calendar year and ends on 30 June of the following calendar year.
- For referee upgrade or maintenance requirements that require multiple formal evaluations for a specific referee role (referee or assistant referee) must be spaced not less than 14 days between evaluations to give the official the opportunity to practice the recommendations that are provided during the feedback sessions.
- The SDA, at his/her direction and in consultation with the SRC, may choose to waive the 14-day period for extenuating circumstances.
- Area Directors of Referee Assessments should assist the referees in managing the timing of evaluations.

4. Number of Formal Practical Evaluations in a Calendar Day: [US Soccer](#) and SRC policies dictate that a referee may only count one formal evaluation in any calendar day regardless of the position being evaluated. For circumstances where there is more than one evaluation scheduled in a day, the referee or assistant referee is responsible for informing the Referee Coach which match will be counted for the official formal evaluation. The Referee Coach should assist the officials by reminding them of this requirement. If the referee(s) fails to declare which evaluation is to be counted prior to the first match, then only the first assessment of the day will count. Any subsequent evaluations will be entered as development evaluations.

5. Officiating Team: The officiating team shall consist of a referee and two (2) assistant referees using the diagonal system of control. All officials must be current USSF registered - licensed. Formal assessments will not be performed on matches that employ the one-man system or use club "linesmen."

6. Out of State Formal Practical Evaluation Requests: All requests for formal upgrade or maintenance evaluations out of state must be submitted in writing to the SDA. Failure to obtain the proper permission will result in the formal evaluation being declared invalid. This does not apply to upgrade/maintenance evaluations for Regional or National Referees if the assignments are made by a National Assignor or higher or as a result of attending a USSOCER sponsored event.

7. Referee Coach/Mentor: For formal evaluations, only evaluations assigned by the Area Directors for Referee Assessment, their designated alternates, or the State Director of Referee Assessments will be accepted. Referee Coaches and Mentors must have current USSF Licenses and be the appropriate grade for the level of evaluation that is being performed. Additional requirements on Referee Coach and Mentor grade and assignment approval are listed below.

8. Reports: For all formal evaluations, Referee Coaches and Mentors will use the Report of Assessment of Game Officials form and provide written feedback to each member of the officiating team through an Assessor Feedback to Game Official form.

- Referees should expect to receive an oral debrief following the match if time permits between matches or at a mutually agreed time, as well as a written Feedback Report via email from the Referee Coach or Mentor within 5 days of the match.
- Referee Coaches and Mentors must file their Report of Game Officials form within 5 days of the match in U. S. Soccer Game Officials: <https://ussoccer.gameofficials.net/public/default.cfm>.
- In U.S. Soccer Game Officials, all amateur and youth matches should be submitted using Group 10002.
- Matches that are designated as Professional matches must be submitted using Group 10001.
- Reports for matches that have a National Referee/Assistant Referee assigned must be submitted within 72 hours of the match, per US Soccer policy.

9. Not Acceptable Rating: If an official receives a Not Acceptable rating at any time during the year, the official must obtain an additional acceptable (passing) evaluation in that position and at the same or higher level of competition regardless if the evaluation is required as part of an upgrade process or to meet annual recertification requirements.

Section 3. GRASSROOTS REFEREE LICENSE EVALUATION REQUIREMENTS

1. Requirement: Grassroots Referees certifying for the first time or re-certifying are **not required** to have a formal practical field evaluation. However, Grassroots Referees are encouraged to request Development and Guidance (D&G) evaluations and mentoring (See notes in Section 2 above). D&G evaluations are not pass/fail evaluations, but are a mentoring experience to give the referee a good idea how he/she is doing and areas for development for potential advancement to the Regional Referee grade.

NOTES:

- Any Grassroots Referee with aspirations of working USL-2, NPSL, UPSL, WPSL, CCL-Pro 23, EDP-U23, and other similar leagues is required to be formally evaluated during the previous registration year, July 1 – June 30, if requested to do so by the National Assignor for the area.
- Any Grassroots Referee who is attempting to upgrade to Regional Referee **must** pass a formal practical evaluation on a competitive Senior Amateur (Adult) Division 2 or above level match prior to attempting the upgrade. This evaluation will be considered a maintenance evaluation vice an upgrade evaluation. The purpose of this assessment is to ensure the match official is ready to begin the upgrade process and expose the official to the formal evaluation process. A Regional Referee Coach, National Referee Coach, or select Referee Mentor as designated by the SDA will perform the evaluation.
- Any Grassroots Referee who is applying to attend an adult-level Soccer Referee Academy **must** pass a formal practical evaluation between January and May of the calendar year that he/she is applying for.

2. Type of match: Subject to the notes above, any level of competition on matches of any duration at any time. However, there is still a requirement that both teams be current USSF affiliated.

3. Referee Coach Level: Any currently licensed USSF Referee Coach or Mentor is qualified for this level of evaluation subject to the requirement in Note 2.

Section 4. REGIONAL REFEREE LICENSE EVALUATION REQUIREMENTS

Regional referees are match officials that are capable of refereeing the highest-level amateur games within the state and regional and national adult tournaments. This level of competition can include but is not limited to NPSL, UPSL, CCL-23, USL-2, and the Lamar Hunt Open Cup. Regional Referees are expected to officiate at the highest levels of adult competition within the state. Additionally, this is the pool of referees that USSOCCER will pull from that have shown the most promise to potentially reach the National ranks as either a referee or assistant referee. Grassroots referees

aspiring to upgrade to Regional Referee and current Regional Referees should familiarize themselves with the Profile of the Regional Referee (<https://learning.ussoccer.com/referee/resources>).

Sub-Section A. GRASSROOTS REFEREE UPGRADE TO REGIONAL REFEREE

Requirement: Each Grassroots referee attempting to upgrade to Regional Referee **must** pass a formal practical evaluation as the referee on a competitive Senior Amateur (Adult) Division 2 or above level match prior to attempting the upgrade process as noted in Section 3 – Note 2 above. Grassroots referees must pass 3 formal practical evaluations as a referee and one as an assistant referee.

Type of match: Formal practical evaluations will only be performed on matches scheduled for two (2) full 45 minutes halves and must be between two current affiliated USSF member teams. All matches must be played to completion in accordance with the rules of the competition. Any match deemed to be non-competitive by the Referee Coach will be entered and marked as a Development Assessment vice an Upgrade assessment and will require an additional evaluation should that occur. Any evaluation resulting in a not acceptable performance rating will require an additional evaluation at the same level. The minimum match requirements are listed below:

1. One match as a referee on a competitive Youth U18/19 match.
2. One match as a referee on a competitive senior adult amateur Division 2 (D2) level match **or above**.
3. One match as a referee on a top-level, senior amateur, Division 1 or Premier-level match or above.
4. One match as an assistant referee (position AR1) on a top-level, senior amateur, **Division 1 or Premier- level match or above**.

NOTES:

1. Each match evaluation must be performed by a different Referee Coach.
2. Referees are encouraged to accomplish the formal practical evaluations at the higher levels of competition.
3. Grassroots Referees seeking to upgrade to Regional Referee, before requesting an upgrade assessment, **must** be 18 years of age, **must** have a minimum of three consecutive years' experience, and **must** have the following minimum game experience: **50 games as the referee and 25 games as an assistant referee at the Adult Amateur level**.
4. Other USSOCCER Regional Referee Certification and License requirements can be found in the USSOCCER Learning Center (<https://learning.ussoccer.com/referee/resources>).
5. The acceptable leagues for the top-level adult and youth assessments can be found on the SRP website: <https://www.vadcsoccerref.com/>

Referee Coach Level: Any currently licensed (State Assessor), Regional Referee Coach, or National Referee Coach is qualified for this level of evaluation.

Sub-Section B. REGIONAL REFEREE LICENSE RE-CERTIFICATION REQUIREMENT

Requirement: In order to re-certify the USSOCER Regional Referee License, each Regional Referee must successfully complete and pass two (2) annual maintenance assessments as a referee, and one (1) as an assistant referee to fulfill recertification requirements.

Type of match: Formal practical evaluations will only be performed on matches scheduled for two (2) full 45 minutes halves and must be between two current affiliated USSF member teams. All matches must be played to completion in accordance with the rules of the competition. Any match deemed to be non-competitive by the Referee Coach will be entered and marked as a Development Assessment vice an Upgrade assessment and will require an additional evaluation should that occur. Any evaluation resulting in a not acceptable performance rating will require an additional evaluation at the same level. The minimum match requirements are listed below:

1. One match as a referee on a competitive Youth U18/19 match.
2. One match as a referee on a top-level, senior amateur, **Division 1 or Premier- level match or above.**
3. One match as an assistant referee (position AR1) on a top-level, senior amateur, **Division 1 or Premier- level match or above.**

Referee Coach Level: Any currently licensed (State Assessor), Regional Referee Coach, or National Referee Coach is qualified for this level of evaluation. Every effort will be made to have a National Referee Coach conduct the evaluation for the Regional Referees that are aspiring for advancement to National Referee / National Assistant Referee, but there is no guarantee that this will occur.

POLICY 302—FOCUS OF MENTORING AND FORMAL EVALUATIONS

Section 1. General.

Referee Coaches and Mentors perform mentoring and formal evaluations within the State Referee Program (SRP) to assist referees at all levels of the game to improve and sharpen their officiating skills. The coaching and mentoring program is one of several elements of the SRP to help improve the quality of support it is able to provide to our primary customers; the youth and amateur soccer programs within the state.

Section 2. Approach.

Referee Coaches and Mentors must approach each match as an objective observer of the officiating team's performance in executing their duties and responsibilities for the match. Referee Coaches and Mentors must translate their observations into constructive feedback to reinforce areas of high proficiency and to identify areas of weakness with suggestions and or recommendations - solutions to help the officials improve and sharpen their officiating skills.

Section 3. Feedback.

Referee Coaches and Mentors serve the SRP and USSOCER by providing feedback on the ability of the referee(s) to effectively officiate at the level of competition consistent with their referee grade (or requested upgrade). Objective, honest observation of the official's performance allows the Referee Coaches and Mentors to meet both feedback requirements.

Section 4. Priorities.

Referee Coaches and Mentors must approach each coaching, mentoring, or evaluation session with these priorities in mind: reinforce good practices, identify potential problem areas, recommend solutions, and make a factual report of the official's abilities. The guiding principle in the state should be the same: contribute to the development of Virginia soccer match officials at all levels, inspire match officials to improve officiating skills and performance from game to game, and facilitate understanding and application of the Laws of the Game through a positive learning experience.

POLICY 303—EVALUATION FEES AND REFEREE COACH/MENTOR PAY

Section 1. GENERAL

This policy applies to formal evaluations assigned by the State Director of Assessment (SDA) or appropriately designated Area Directors of Referee Assessment conducted within the scope of the Metro DC–Virginia State Referee Program. Any exceptions to this policy must be submitted in writing to the SDA for approval.

Section 2. REFEREE EVALUATION FEES

The referee evaluation (assessment) fees are set by the SDA and approved by the SRC annually during the budget process initiation in January of each year. The fees will be published as an addendum to this document no later than March 30th each year.

1. The standard fee for all regular Senior Amateur and Youth (U/18/19) matches includes:
 - VYSA Youth Leagues and other leagues such as ECNL, VPSL, EDP, MLS Academy, and USL Academy.
 - The regular Senior Amateur leagues include CVSA, NVSL, Southside, WPL, CSL, and SOCA.
 - The following leagues are considered upper level Senior Amateur and also include Professional-level leagues; Club Champions League – Pro-23 (CCL-P23), DC Premier League (DCPL), EDP 20/23, United Soccer Leagues – League 2 (USL-2), National Independent Soccer Association (NISA), Eastern Premier Soccer League (EPSL) and the Open Cup.

2. The upper level and professional-level leagues evaluation fee(s) are equal to the match fee for the game being assessed. This fee will be the same regardless if the official requesting the assessment is attempting to fulfill a referee or assistant referee assessment requirement. The requesting official is responsible for the evaluation fee regardless of the position being evaluated.

Section 3. PAYMENT PROCESS

1. Referees requiring formal evaluation should coordinate with their respective Area Director of Referee Assessment and the appropriate referee assignor for an appropriate level of match to be formally evaluated on. Upon assignment of a match, referees must make their requests for formal evaluations via the MDCVA State Referee Program Officials Management System (OMS) web page –(<https://mdcvasrp.omgtsys.com>). Generally, all referee evaluation fees will be made online via OMS as part of the request process.

2. Occasionally, OMS has issues regarding online payments to be made. This is usually a process error. If this should happen, referees are requested to attempt to resolve the issue by contacting the State Referee Registrar via email (twfrank@aol.com).

3. Out of state referees, requesting formal evaluation on a match within the Metro DC – Virginia service area will coordinate with the SDA and must initiate payment by check to the State Referee Office:

Metro DC–Virginia State Referee Program
2241-E Tackett’s Mill Drive,
Woodbridge, VA 22192

4. Under a normal process, the assessment fee should arrive at the State Referee Office prior to the match.

Section 4. REFEREE COACH/MENTOR PAYOUTS

1. Referee Coach/Mentor are paid according to the fee schedule published annually, except for new Referee Mentors and Regional Referee Coaches as described below in paragraph 3. Ten (\$10) dollars of each evaluation fee will remain in the SDA budget to defray processing and program costs.

2. Payments will be tied to the completion of all required paperwork. Feedback forms should be in the possession of referees that were evaluated and the SDA via <https://ussoccer.gameofficials.net/public/default.cfm> within 5 days following the match. While these timelines are in keeping with US Soccer policy, the state recommends that whenever possible the Referee Coach/Mentor completes all required paperwork with 72 hours of the match. On a monthly basis (or more frequently), the SDA will notify the State Referee Office to initiate payment to the Referee Coach(es). If for some reason the referee’s payment for the evaluation is delayed, the State Referee Program will still initiate payment

to the Referee Coach/Mentor upon submittal of the match paperwork and will initiate follow up with the referee.

3. All assessment reports are reviewed by the SDA. Delinquent evaluation reports will be monitored and followed up on. Generally, Referee Coaches/Mentors filing delinquent reports will have a minimum of \$10 deducted for every 10 days the report is delinquent.

4. New Referee Mentors will have Senior Referee Coaches assigned to their first three full practical evaluations in addition to those required for US SOCCER certification and licensing. For these evaluations with assigned Referee Coaches the Referee Mentor will be paid \$35 per evaluation. Senior Referee Coaches who serve as coaches/mentors for new Referee mentors will be paid \$35 for providing oversight and assistance to the Referee Mentor during the match and with the preparation of the Feedback and Report of Assessment paperwork. Timelines for paperwork for Referee Mentors with Senior Referee Coach oversight will be 10 days for Feedback to the match officials and 15 days to the SDA to allow for review and feedback to the Referee Mentor. Referee Mentors upgrading to the Regional Referee Coach license will have National Referee Coaches assigned as mentors for 5 formal practical evaluations. Once the requirements have been completed, reviewed, and approved by USSOCCER, then the Referee Mentor will receive the Regional Referee Coach license. Evaluation fees associated with this process will be as described above.

Section 5. TRAVEL REIMBURSEMENT

When practical evaluation requirements cannot be met within the resources of the local area, the Area Director of Referee Assessment may request assistance throughout the state. The State Referee Program will reimburse assessors who are required to travel over 50 miles (one way) to perform an assigned practical evaluation. Authorization for travel requires coordination between the Area Director(s) of Referee Assessment and approval by the SDA. Reimbursement will be at the current IRS travel rate. This is reimbursement for expenses associated with using your vehicle to fulfill Referee Coach duties. It is not an entitlement to be claimed for travel if no personal expenses are incurred or if other options for reimbursement are available. Submit a payment voucher to the State Referee Office once the Report of Assessment has been filed. The voucher must identify the total miles claimed. The SDA will notify the State Referee Office to initiate payment in conjunction with the payment for the evaluation.

NOTE: National Referees will be responsible for the payment of any mileage fees associated with the evaluations that they arrange to meet their annual certification evaluation requirements.

Section 6. CANCELLATIONS

If a practical evaluation cannot be performed, Referee Coaches and/or Mentors may still be entitled to compensation based on the following:

1. If the Referee Coach/Mentor is notified that the match has been cancelled prior to departure to the field, then no compensation will be paid. Fee paid by the referee via credit card via OMS will not be charged if the evaluation did not take place.

2. The official requesting the evaluation is responsible for compensating the Referee Coach/Mentor in those cases where the Referee Coach/Mentor arrives to the field for the match without prior notification of cancellation and the match is not played the Referee Coach/Mentor will be compensated \$30 by the referee requesting the evaluation.

3. In situations where the Referee Coach/Mentor arrives to the field, but the match is not played and the referee is not paid or the match is played but it is not able to be formally evaluated (e.g., assistant referee(s) are not present, schedule was changed and the teams playing are not appropriate for the level of the evaluation, etc.), then the State Referee Program will compensate the Referee Coach/Mentor \$30 for the assignment.

POLICY 304—DISTRIBUTION OF EVALUATION (ASSESSMENT) FORMS

Section 1. PURPOSE

The purpose of this policy is to provide direction within the Metro DC–Virginia State Referee Program on the distribution of completed evaluation (assessment) forms.

Section 2. OBJECTIVE

The objective of this policy is to provide confidentiality of the completed report while providing those with a “need to know” access to the information necessary to (1) approve officials for upgrading, (2) assign officials to various level of games based on the officials’ competency, (3) develop lists of officials who are in the top 10 or 20 in their grades, and (4) allow for training of Referee Coaches/Mentors.

Section 3. GENERAL POLICY

1. The following individuals at the State Association level may have access to the full completed evaluation (assessment) reports (numeric ratings and feedback), as a normal function of their assigned duties:

- a) State Director of Assessment (SDA)
- b) State Referee Administrator
- c) Chairman, State Referee Committee

2. Without the distribution of the reports, the State Referee Committee may discuss evaluations for the purposes of referee training, development, upgrade, or selection for tournament or other special appointments. These reports are to be viewed as a tool for referee development and not as a document to be accessed in a disciplinary or review for action forums.

3. The Chairman of the National Referee Committee may approve disclosure of evaluation (assessment) information to officers of the United States Youth Soccer Association and the United States Amateur Soccer Association upon request in writing from those officers. The request will be coordinated directly between the organizations requesting the data and the

Chairman of the National Referee Committee with an information copy being provided to the SDA.

4. Senior Referee Coaches may work with new or newly upgraded Referee Coaches and Mentors in the development of the evaluation (assessment) reports and feedback forms provided the mentor participated with the Referee Coach in the formal evaluation.

POLICY 305—QUALIFICATIONS TO BECOME A REFEREE COACH/MENTOR

Section 1. PURPOSE

The purpose of this policy is to define the requirements to become a new Referee Coach or Referee Mentor in the DCV State Referee Program.

Section 2. OBJECTIVE

The objective of this policy is to ensure that the individuals participating in the Referee Coach or Referee Mentor program are sufficiently experienced and demonstrated the highest competency in officiating enabling them to provide referees information, instruction, and guidance to assist them in improving and refining their officiating skills and increasing their confidence in match decision making. Additionally, the program seeks to provide opportunities and a pathway for these individuals to advance beyond the entry level by requiring that referees wanting to become Referee Mentors and Referee Coaches obtain a minimum level of game experience, have some experience in observing performance and providing feedback – positive and negative, ability to instruct and are recommended by other Referee Coaches and the Area Directors of Assessment and Instruction.

1. Tasks of the Referee Mentor
 - a. Leading practical field sessions
 - b. Leading video analysis sessions
 - c. Observing performance of Grassroots Referees
2. Tasks of the Referee Coach
 - a. Leading practical field sessions
 - b. Leading video analysis sessions
 - c. Evaluating the performance of Regional Referees
 - d. Observing performance of Grassroots Referees
 - e. Leading the post-game reflection (debrief) with the referee team
 - f. Writing feedback and evaluation of the performance of the referee team

Section 3. GENERAL POLICY

1. Officials with broad refereeing experience, who demonstrate a maturity and understanding of the game should consider becoming Referee Mentors and Referee Coaches. The requirements that must be addressed for approval to attend the Referee Mentor Course are listed

below. Interested officials should work with their respective Area Director for Referee Assessment and Area Director for Instruction or contact the State Referee Office for additional information.

2. The SRC-approved requirements are as follows:

- be (or have been) at least a Regional Referee (formerly Grade 6 referee) and have 10 years of soccer officiating experience
- must show 3 years of evaluation and instructional experience in non-soccer related areas, and explain how this experience would be applicable to the role of a Referee Mentor.

3. Interested officials meeting the requirements as stated above must be nominated by two current Referee Coaches and recommended to the SDA and SDI by an Area Director of Referee Assessment or Area Director of Referee Instruction. Additionally, the SDA and or SDI may directly nominate or recommend officials to become Referee Mentors.

4. Current Referee Mentors wanting to advance to the Referee Coach license must be nominated by the SDA and SDI to USSOCER.

POLICY 306—DIVISION 1 TOP AMATEUR LEAGUES

PURPOSE: To define, for the purpose of Referee grade level: Regional Referees and higher, the leagues that are recognized for the purpose of upgrade or maintenance practical evaluations within the MDCVA State Referee Program. These leagues are all USSF affiliated and provide a consistent level of competition to provide meaningful match environment for this level of evaluation.

Each January, the SRA, SDA and the Adult Representative to the SRC will review the level of competition associated with the top amateur leagues and will recommend to the SRC a list of leagues to be considered as Top Amateur leagues. At the first SRC meeting after the start of each calendar year, the SRC will review and approve the list. The list will then be posted on the SRC web site and will be used throughout the coming year. Should any league/team/tournament on the list fail to re-certify with the Adult Association, the Adult Representative shall notify the SRA and that team will be removed from the list

Should the level of play of one of the leagues on the list seriously diminish during the year, the Adult Representative or the SDA may recommend to the SRC that the list be amended and the SRC shall review the recommendation at the next scheduled meeting of the SRC.

POLICY 307: UNSANCTIONED EVENTS.

USSF-certified officials and assignors assume risks when participating in or assigning events that are not sanctioned by USSF or a USSF member organization, including unaffiliated leagues, games, and tournaments.

When participating in an unsanctioned event, USSF's insurance, which is provided with annual Federation registration and certification, is not available.

In addition:

- None of the games will count toward any USSF game requirements for maintenance or upgrade.
- No evaluations completed in the unsanctioned competition will be recognized by the State Referee Program.
- The State Referee Committee cannot provide support in the case of Referee Assault or Referee Abuse.
- The State Referee Committee cannot provide help to a referee in any discipline situation.

Referees are prohibited from wearing their USSF badge when participating in unsanctioned events.

Referees are strongly advised to confirm that events are appropriately sanctioned before agreeing to participate.

USSF-certified assignors are required to inform referees prior to assigning them to an unsanctioned event. Allowing a referee to believe or infer that an unsanctioned event is affiliated with USSF may result in disciplinary action up to and including revocation of assignor certification.

Scholastic competitions with their own sanctioning organizations are considered neither sanctioned nor unsanctioned within this policy. The State Referee Program endeavors to cooperate with scholastic sanctioning organizations.

PART IV—INSTRUCTIONAL POLICIES

POLICY 401—REFEREE COURSE/CLINIC INSTRUCTION

1. Referee courses/clinics are instructed by Referee Mentors and Referee Coaches.
2. Referee Mentors instruct and develop Grassroots Referees. Referee Coaches instruct and develop Regional Referees, and augment the instruction and development of Grassroots Referees.
3. New Referee Mentors will:
 - Assist with New/Entry-level referee field training;
 - Assist with Grassroot Referee video analysis and development clinics; and
 - Observe and provide feedback to New/Entry-level Grassroot Referees.
4. Experienced Referee Mentors will:
 - Lead New/Entry-level referee field training;
 - Lead Grassroots Referee video analysis and development clinics; and
 - Observe and provide feedback to all Grassroot Referees.
5. Regional Referee Coaches will:
 - Lead New/Entry-level referee field training;
 - Lead Grassroots Referee video analysis and development clinics;
 - Assist with Regional Referee video analysis and development clinics;
 - Observe and provide feedback to all Grassroot Referees; and
 - Observe, evaluate, and provide feedback to Regional Referees.
6. National Referee Coaches will:
 - Lead Regional Referee video analysis and development clinics;
 - Observe, evaluate, and provide feedback to Regional Referees; and
 - Lead Grassroots Referee clinics and mentor Grassroots Referees, as time permits.

POLICY 402—INSTRUCTOR CLINIC FEES

The State Director of Instruction (SDI) will annually present to the SRC for approval, recommended Mentor and Coach Clinic Fees and associated guidelines. These will be presented at the last meeting of the fiscal year (usually in July) when the budget is considered for the following year. However, the SDI may recommend Instructor Clinic Fees and associated guidelines at any other time during the year when the SDI believes it is appropriate to make a change to the fee structure or the guidelines.

When the SRC approves the fees and the associated guidelines, they will be posted on the State Referee Program web site.

POLICY 403—MENTOR/COACH AND INSTRUCTIONAL CLINIC ADMINISTRATION

1. The Area Director of Instruction (ADI) will designate the mentor/coach(s) for each Grassroots Referee clinic. The State Director of Instruction will designate the coach(s) for Regional Referee clinics. A mentor/coach from another geographic area may be assigned by the SDI to cover special circumstances.
2. The lead mentor/coach shall be responsible for completing required clinic administration. Clinic administration includes sending pre-clinic information and reminder messages and annotating clinic results in the referee management system.
3. The clinic results **MUST** be annotated in the referee management system within five business days of the last date of the clinic. If the lead mentor/coach personally cannot meet the initial submission deadline for any reason, the lead mentor/coach should make arrangements with the ADI to annotate the clinic results within the required timeframe.
4. The lead mentor/coach shall email clinic results information to the ADI, SDI, and Registrar on the date the clinic results are annotated. The clinic results information should include:
 - Clinic reference number
 - Clinic date(s)
 - Number of referees
 - Reimbursable mileage and travel expenses
 - Other reimbursable expenses
5. The lead mentor/coach's responsibility for the clinic ends only when the clinic results are fully annotated.
6. The lead mentor/coach will receive no clinic fee in any case where clinic paperwork is not submitted in accordance with these policies. Exemptions in the case of extenuating circumstances can be approved by the SDI. Lead mentors/coaches who delay unnecessarily the completion of clinic administration or whose clinic results is excessively marked as incomplete or disorganized will not continue to be appointed as a lead mentor/coach.

7. Upon receipt of the clinic results e-mail message from the lead mentor/coach, the SDI will initiate the expense report for clinic payment, and the Registrar will complete approval of referee certifications.

PART V—POLICIES APPLICABLE TO USSF MEMBERS

POLICY 501—ASSIGNMENT OF REFEREES

Part I—GENERAL

Section 101. AGREEMENT AND RESPONSIBILITY FOR ASSIGNMENT OF REFEREES

(a) On request of a United States Soccer Federation (USSF) National or Regional organization and agreement by the State Referee Committee (SRC), the SRC shall accept responsibility for the assignment of referees to games that the Member requests that the SRC be responsible for.

(b) The assignment of referees for games of USSF Organization is the responsibility of the State Referee Administrator (SRA) with guidance from SRC. The Virginia Youth Soccer Association (VYSA) Board of Directors, the Metropolitan DC-Virginia Soccer Association (MDCVASA) Board of Directors, or the responsible person from other USSF Members such as the Super Y League, shall be responsible for specifying which games are to be the responsibility of the SRC to assign prior to the beginning of each year. That specification will be made so that the SRA, consistent with this policy, will have adequate time to ensure that referees are assigned to state games commensurate with the level of play at each of the games. The SRA will advise the USSF Members about all activities associated with the assignment of referees for their games.

Section 102. APPOINTMENT OF STATE MATCH ASSIGNOR

The SRA, with the approval of the SRC, shall appoint one or more State Match Assignors who will have responsibility for overseeing the assignment of games under this policy. The State Match Assignors will report to the SRA.

Section 103. REFEREE LISTS

The SRA, working with the SRC Technical Committee will provide the State Match Assignor with lists of referees that are to be given the opportunity, in furtherance of the State Referee Program (SRP) of the SRC to provide for increased and improved referee development, to referee at games to be assigned under this policy. The lists are not meant to be restrictive, but are intended to provide the names of referees who should be considered first when referee development opportunities arise. When appropriate, the SRA will also provide the State Match Assignor with a list of referees who are available to referee games. The State Match Assignor shall report to the SRA on all matters related to referee performance and referee development related to those games.

Part II—RESPONSIBILITIES

Section 201. USSF MEMBERS

The Board of Directors for each USSF Member, or its designee, shall provide guidance for games of that Member for which referees are to be assigned under this policy.

Section 202. STATE MATCH ASSIGNOR

The State Match Assignor is appointed by the SRA. The primary responsibility of the Match Assignor is to provide overall direction in assigning referees to all games under this policy. This responsibility includes assigning referees for games, the selection and instruction of referee assignors for games, the procedures for the payment of referees and referee assignors, and monitoring referee performance at those games. The State Match Assignor shall screen prospective referee assignors for games and supervise all referee assignors engaged to assign referees to games. The State Match Assignor is responsible for monitoring the level of coverage and activities that may occur at games, including all referee assaults and abuses and referee misconduct.

Section 203. AREA REFEREE ASSIGNORS

Consistent with this policy, the State Match Assignor is responsible for selecting referee assignors for games in the areas of the assignors, with the approval of the SRA. The assignors are responsible for ensuring that referees cover games for which they are responsible. Assignors are also responsible for tracking all expenses they incur related to those games and reporting to the appropriate USSF Member those expenses allowed for payment in a timely manner. In addition, assignors will ensure that referees are paid promptly by the USSF Member. In each case, the State Match Assignor must reach an agreement with the USSF Member in terms of who will pay the referees – the USSF Member, the State Match Assignor, or the SRC. If either the State Match Assignor or the SRC is to pay the referees, then arrangements must be made to ensure that the USSF Member reimburses the State Match Assignor or the SRC in a timely manner.

Section 204. STATE REFEREE ADMINISTRATOR (SRA)

The SRA is responsible for referee assignments to games as provided in this policy, but may not make the assignments. This responsibility includes ensuring that referees are aware of all games and encouraging referees to referee these games. When appropriate, the SRA may require referees in the SRP to make themselves available to referee games under this policy, with such requirement consistent with the policies of USSF and the SRC, especially in regard to the priority of games and the requirements related to timeliness in requiring referees to change games to which they are assigned to referee.

Section 205. SRC Technical Committee

The **SRC Technical Committee** is responsible for developing a list of referees who, as part of their growth and development, should be used in games to be assigned under this policy. This list will be provided to the SRA to be given to the State Match Assignor.

Part III—GUIDELINES

SECTION 301. STATE MATCH ASSIGNOR

The individual selected for the position of State Match Assignor must be an experienced USSF certified assignor, familiar with games for which referees are to be assigned under this policy and the requirements associated with those games. Past games assignor experience is required. Assignors having letters of endorsement from USSF-member leagues and tournaments that have been assigned are preferred. The individual should be experienced in handling inter- and intra-member programs and have proven management skills in working with senior management. The State Match Assignor may personally assign games, but shall use referee assignors for games in the areas of assignments to the maximum extent possible.

All assignors (match, area, etc.) will meet the provisions outlined within these guidelines and are subject to disciplinary actions should the provisions not be met by the assignor.

Section 302. AREA REFEREE ASSIGNORS

Area referee assignors selected to assign referees to games under this policy in their areas must be USSF-certified assignors, familiar with the requirements for those games. Past games assignor experience is preferred. The Area Match Assignor may request that interested assignors submit letters of endorsement from USSF member leagues and tournaments they have assigned.

Section 303. VYSA GAMES

(a) The State Match Assignor shall be solely and personally responsible for the assignment of all VYSA State Cup semi-final and final games (or quarter-final games and above if centrally located).

(b) The State Director of Referee Assessment (SDA) is responsible for ensuring that all VYSA State Cup semi-final and final games (or quarter-final games and above if centrally located) are assessed.

PART VI—SRP JOB DESCRIPTIONS

I. CHAIRMAN, STATE REFEREE COMMITTEE

Title: Chairman, State Referee Committee

Function: To provide overall supervisory authority for carrying out the State Referee Program(SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc. (MDCVSA), and the Virginia Youth Soccer Association, Inc. (VYSA), and ensures compliance with the National Referee Development Program of the United States Soccer Federation through the SRP.

Requirements:

- Possess leadership capabilities.
- Knowledge of the National Referee Development Program, including instruction, assignment, recruitment, retention, and promotion of referees.
- Ability to coordinate the referee matters of the 2 State Associations.
- Ability to work in harmony with all Federation members and local officials in the development of the National Referee Development Program.
- The Chairman may be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The Chairman is appointed by the 2 State Associations.

Term: The Chairman is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each odd-numbered year.

Reports To: The Chairman makes reports to the SRC and the 2 State Associations.

Responsibilities: The Chairman is responsible for—

- (1) communicating and consulting with the SRC.
- (2) coordinating with the SRA concerning activities of the SRP, including oversight of the financial activities of the SRP and the preparation of the SRP budget, overseeing proposed planning, policies, and requirements.
- (3) preparing or approving all SRC reports and proposals.
- (4) ensuring that all activities of the SRP are carried out, including adopted plans, policies, and requirements.
- (5) appointing individuals to subcommittees to assist with SRC activities.
- (6) representing the SRC at meetings.
- (7) preparing and administering the SRP budget.
- (8) administering all bank accounts and other financial matters of the SRP.
- (9) coordinating with the SRA the selection of referees for Cup competitions, ODP activities, and other special activities and events of the 2 State Associations.
- (10) presiding at all meetings and activities under the responsibility of the SRP.

- (11) appointing for the 2 State Associations hearing committees to consider and decide cases involving complaints of misconduct by game officials.

II. STATE REFEREE ADMINISTRATOR

Title: State Referee Administrator (SRA)

Function: To carry out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA), and to carry out the National Referee Development Program of the United States Soccer Federation through the SRP.

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- The SRA may be a member of the Board of Directors or Executive Committee of a State Association but may not be the president or chief officer of a State Association.
- The SRA may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SRA is appointed by the 2 State Associations.

Term: The SRA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each odd-numbered year.

Reports to: The SRA reports to the SRC, coordinates SRP activities with the Chairman of the SRC, and reports to the Federation's Referee Committee.

Responsibilities: The SRA is responsible for—

- (1) the registration of referees, assessors, instructors, and assignors through the State Referee Registrar.
- (2) carrying out the Federation National Assessment Program for the SRP through the State Director of Assessment.
- (3) supervising the technical staff of the SRP (SRA, SYRA, SDA, SDI), the State Registrar, the State Assignor Coordinator, the State Registrar, the State Games Assignor-Coordinator, and area administrators, assessors, and instructors.
- (4) carrying out the Federation Referee and Referee Instructor Development Program for the SRP through the State Director of Instruction.
- (5) carrying out the coordination of referee assignments through the State Assignor Coordinator.
- (6) identifying and training National Referee candidates.
- (7) maintaining all necessary administrative records of the SRP office.
- (8) filing necessary reports with, responding to inquiries of, and communicating with the Federation National Referee Office.
- (9) maintaining supplies at the SRP office.
- (10) carrying out the programs and directives of the SRC.
- (11) communicating with referees, assessors, instructors, and assignors concerning interpretations of the Laws of the Game, Law changes, publications, clinics, courses, and other areas.

- (12) presiding at meetings and other activities of the SRP in the absence of the Chairman.
- (13) other matters as provided by the Federation's National Referee Manual.

III. STATE YOUTH REFEREE ADMINISTRATOR

Title: State Youth Referee Administrator (SYRA)

Function: To assist the State Referee Administrator (SRA) in carrying out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc. (MDCVSA), and the Virginia Youth Soccer Association, Inc. (VYSA), and ensures compliance with the National Referee Development Program of the United States Soccer Federation through the SRP.

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- The SYRA may not be an official of a Virginia or Mero DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SYRA is appointed by VYSA with the advice of the SRC.

Term: The SYRA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each even-numbered year.

Reports to: VYSA with functional responsibilities to the SRC and the SRA.

Responsibilities: The SYRA is responsible for —

- (1) proposing, developing, supporting, and assisting in the training of youth referees.
- (2) serving as liaison between VYSA and referees, assessors, instructors, and assignors registered through the SRP.
- (3) liaison with the Region I Youth Referee Committee.
- (4) coordinating referee sessions at the VYSA annual workshop.
- (5) coordinating activities related to the selection of the Youth Referees of the Year.
- (6) making recommendations concerning referees for youth ODP and Cup tournaments.
- (7) investigating and reporting to the SRC on matters that arise in youth games.

IV. STATE DIRECTOR OF REFEREE ASSESSMENT

Title: State Director of Referee Assessment (SDA)

Function: To carry out the National Referee Assessment Program for the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Holds a current State Assessor grade or higher.
- Demonstrated competency in—
 - (1) administration, program planning, and program implementation.
 - (2) referee assessment.
 - (3) the ability to get along with officials of referee administration at the local, State Association, regional, and national levels.
- The SDA may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SDA is appointed by the 2 State Associations on recommendation of the State Referee Committee (SRC).

Term: The SDA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each even-numbered year.

Reports to: The SDA reports to the SRC with functional responsibility to the National Director of Referee Assessment.

Responsibilities: The SDA is responsible for —

- (1) carrying out, in coordination with the SRC, the programs of the National Referee Assessment Program and developing programs for the SRP as needed to meet this responsibility.
- (2) working with the SRC to train and develop sufficient assessors to meet the assessment needs of the SRP.
- (3) organizing a program for developing, testing, and upgrading assessors and recommending upgrades to the National Director of Referee Assessment.
- (4) coordinating the registration and certification of referee assessors according to Federation criteria.
- (5) maintaining records and preparing statistics related to referee assessments and developing a database for the SRP to maintain these records and statistics.
- (6) developing a program for submitting all assessments of national, international, and State I referees to the National Director of Referee Assessment for inclusion in the national database.
- (7) keeping the National Director of Referee Assessment informed about the operation of the assessment program within the SRP.

- (8) maintaining contact with assessors registered with the SRP and promoting their welfare.
- (9) making recommendations to the SRC about appointments as Area Directors of Referee Assessment.
- (10) providing expertise in connection with State Referee selection, game assignments, and other information required by the SRC.
- (11) maintaining an adequate supply of assessment forms and supporting materials to meet SRP needs.
- (12) providing routine feedback to the State Director of Referee Instruction (SDI) about problems identified the SRP assessment program, to enable the SDI to plan instructional programs to correct the problems.
- (13) performing other responsibilities in connection with the SRP assessment program as determined by the SRC.

V. STATE DIRECTOR OF REFEREE INSTRUCTION

Title: State Director of Referee Instruction (SDI)

Function: To carry out the National Referee Instructional Program for the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

Should hold the rank of State Referee Instructor for at least one year.

Demonstrated competency in—

- (1) planning, designing, implementation, and administration, including the ability to bring projects to a conclusion.
- (2) instruction and training.
- (3) knowledge of the Laws of the Game, including referee procedures, techniques, and mechanics.

The SDI may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SDI is appointed by the 2 State Associations on the recommendation of the State Referee Committee (SRC).

Term: The SDI is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each even-numbered year.

Reports to: The SDI reports to the SRC with functional responsibility to the National Director of Referee Instruction.

Responsibilities: The SDI is responsible for—

- (1) developing, implementing, evaluating, and providing at least 5 hours of in-service training for all grades of referees registered through the SRP and ensuring that all such in-service training programs are up-to-date and conform to Federation guidelines.
- (2) conducting entry-level referee courses.
- (3) conducting written tests for all referees and a physical fitness test for grade 7 referees and higher for recertification.
- (4) providing at least 6 hours of preparatory training for National Referees and candidates for National Referee.
- (5) supervising and evaluating the instructional staff of the SRP.
- (6) recommending instructors for upgrading, and dismissing instructors, and reporting all such recommendations and dismissals to the National Director of Referee Instruction, the Federation's National Referee Office, and the SRA.
- (7) conducting Federation-approved entry-level instructor courses (Associate Referee Instructor) and instructional theory into practice (ITIP) referee instructor courses.
- (8) convening all instructors at least once a year to maintain communications and continuity of the Program.

- (9) approving the assignments of all instructors, including instructions of the SRP instructing outside the jurisdiction of the SRP, using guidelines in the National Referee Manual.
- (10) registering all instructors, except National Instructors, residing within the jurisdiction of the SRP.
- (11) disseminating Federation training material to all instructors. approving all non Federation-approved instructional materials to be used by the SRP.
- (12) being the sole interpreter of the Laws of the Game for the SRP, disseminating standardized interpretations.
- (13) acting as liaison among all members involved in the instructional program of the SRP for all matters related to instruction and the application and interpretation of the Laws of the Game.
- (14) on request, assisting the State Director of Referee Assessment in matters related to instruction and the application and interpretation of the Laws of the Game.
- (15) on request, and as the SDI believes is appropriate, advising members of the 2 State Associations on the application and interpretation of the Laws of the Game.
- (16) acting as liaison among appropriate officials in matters concerning interstate teaching assignments.
- (17) maintaining records of clinics, courses, and recertifications conducted for the SRP.
- (18) maintaining communications with the SRC, especially the SRA.
- (19) making recommendations to the SRA about appointments as Area Directors of Referee Instruction.

VI. STATE REFEREE REGISTRAR

Title: State Referee Registrar (SRR)

Function: To supervise the registration of referees, assessors, instructors, and assignors registered with the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability and ability to work with State Association and local officials.
- Working knowledge of the administrative requirements of the SRP and the National Referee Development Program.
- The SRR may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SRR is appointed by the State Referee Committee (SRC)

Term: The SRR is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each even-numbered year.

Reports to: The SRR reports to the SRA.

Responsibilities: The SRR is responsible for—

- (1) maintaining a current list of all referees, assessors, instructors, and
- (2) assignors registered through the SRP, and providing, on request, copies of the list of referees to assignors registered through the SRP and others authorized to have copies of the list.
- (3) maintaining an accounting of all monies received and spent for registrations.
- (4) ensuring the completeness and correctness of all registration forms.
- (5) ensuring that all certifying, recertifying, and upgrading referees have met the requirements of the National Referee Office and the SRC.
- (6) ensuring that all registration forms, monies, and proper transmittal
- (7) forms, as required by the National Referee Office, are submitted on a timely basis.
- (8) assisting the SRC in other matters concerning referee registrations.
- (9) attending SRC meetings.

VII. STATE MATCH ASSIGNOR

Title: State Match Assignor (SMA)

Function: To be responsible for assigning referees to matches for which the State Referee Committee (SRC) has been requested to provide referees.

Requirements:

- Certified assignor registered with the United States Soccer Federation.
- Knowledge and experience in assigning referees to matches and knowledge about assignments and assignors registered through the State Referee Program (SRP).
- The MA may not be an official of a Virginia or Metro DC referee association and may not assign games for any referee association, any league or club associated with one of the two State Associations, or any tournament sponsored by a league or club associated with one of the two State Associations.

Appointment: The MA is appointed by the State Referee Committee (SRC).

Term: The MA serves for a term designated by mutual agreement of the MA and the SRC, but which, in no event, shall be for a period of more than 2 years, subject to renewal as agreed.

Reports to: The MA reports to the SRA.

Responsibilities: The MA is responsible for—

- (1) assigning referees to matches for which the SRC has been requested to provide referees or making arrangements with other certified assignors to assign the referees;
- (2) overseeing and supervising the other assignors assigning referees for the MA;
- (3) arranging for the fees to be paid to assigned referees;
- (4) timely billings for fees and commissions due to each person requesting referees and that those persons make timely payment;
- (5) ensuring that referees are paid promptly and appropriate, required tax forms are completed and distributed;
- (6) coordinating with the SRC Technical Committee the assignment of developing referees to appropriate matches; and
- (7) coordinating with the State Director of Referee Assessment (SDA) for the assignment of assessors to matches, as appropriate.

VII. AREA DIRECTOR OF REFEREE ADMINISTRATION

Title: Area Director of Referee Administration (ARA)

Function: To carry out, within the service area of the State Referee Program (SRP) designated for the ADAD, administrative responsibilities of the SRP administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- Communication skills that convey SRP objectives and goals to region located referees and share regional concerns to the SRC.

Appointment: Each ARA is nominated by the State Referee Administrator (SRA) and approved by the State Referee Committee (SRC).

Term: Each ARA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of either an odd-numbered or even-numbered year, as designated by the SRC.

Reports to: Each ARA reports to the SRA.

Responsibilities: An ARA is responsible for carrying out, within the service area assigned the ARA, administrative activities of the SRP as designated by the SRA.

X. AREA DIRECTOR OF REFEREE ASSESSMENT

Title: Area Director of Referee Assessment (ADA)

Function: To carry out, within the service area of the State Referee Program (SRP) designated for the ADA, referee assessment responsibilities of the SRP administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- Communication skills that convey SRP objectives and goals to region located referees and share regional assessment and evaluation concerns to the SRC.

Appointment: Each ADA is nominated by the State Director of Assessments (SDA) and approved by the State Referee Committee (SRC).

Term: Each ADA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of either an odd-numbered or even-numbered year, as designated by the SRC.

Reports to: Each ADA reports to the SDA in coordination with the State Referee Committee.

Responsibilities: An ADA is responsible for carrying out, within the service area assigned the ADA, referee assessment activities of the SRP as designated by the SDA.

XI. AREA DIRECTOR OF REFEREE INSTRUCTION

Title: Area Director of Referee Instruction (ADI)

Function: To carry out, within the service area of the State Referee Program (SRP) designated for the ADI, referee instruction responsibilities of the SRP administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- Communication skills that convey SRP objectives and goals to region located referees and share regional instruction and training concerns to the SRC.

Appointment: Each ADI is nominated by the State Director of Instruction (SDI) and approved by the SRC.

Term: Each ADI is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of either an odd-numbered or even-numbered year, as designated by the SRC.

Reports to: Each ADI reports to the SDI in coordination with the State Referee Committee.

Responsibilities: An ADI is responsible for carrying out, within the service area assigned the ADI, referee instruction activities of the SRP as designated by the SDI.

XII. STATE ASSIGNOR LIAISON

Title: State Assignor Liaison (SAL)

Function: To provide liaison between the State Referee Committee (SRC) and the certified assignors in Metro DC-Virginia.

Requirements: Strong ability to communicate, liaison, and work with certified assignors. Must be a certified assignor in good standing.

Appointment: The SAL appointed by the State Referee Committee.

Term: The SAL serves for a term of 2 years. Each term begins on July 1 of each odd-numbered year.

Reports to: The SAL reports to the SRA.

Responsibilities: The SAL is responsible for:

- (1) Providing liaison between certified assignors and the SRC.
- (2) Communicating assignor concerns to the SRC.
- (3) Promoting SRC programs with assignors.
- (4) Assisting the SRA in other matters concerning assignors.
- (5) Attending SRC meetings without vote.

APPENDICES

(1)

Metro DC –VA State Referee Program – Reimbursement Request

2241-E Tacketts Mill Drive, Woodbridge, VA 22192 •(703)491-1717•Outside 703 area (888)832-1866•Fax (703) 492-1948

NAME	EVENT/PROGRAM
ADDRESS	LOCATION
CITY/ST/ZIP	SIGNATURE
TITLE/POSITION	

DAY DATE	PERSONAL AUTO		LODGING (includes taxes)	MEALS	TOLLS AND PARKING	TAXI, LIMO OR SHUTTLE SERVICE	AIRFARE AND AUTO RENTAL	OTHER		DAILY TOTAL
	MILES DRIVEN	AMOUNT (\$.50/mile)						EXPLANATION	AMOUNT	
Monday / /				B L D						
Tuesday / /				B L D						
Wednesday / /				B L D						
Thursday / /				B L D						
Friday / /				B L D						
Saturday / /				B L D						
Sunday / /				B L D						
ITEM TOTALS										

COMMENTS:	TOTAL AMOUNT TO BE REIMBURSED
	APPROVED BY _____ DATE _____

(1)

(1)

Other Party Expense Form

Date	Name	Position/Title	Type of Expense	Amount