

POLICY MANUAL

CONNECTICUT STATE REFEREE PROGRAM



**Approved at SRC Meeting December 4, 2003.
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PART I—GENERAL POLICIES

POLICY 101—CONNECTICUT STATE REFEREE PROGRAM

Rule 1. ESTABLISHMENT AND PURPOSES

Section 1. Connecticut State Soccer Association, Inc., and Connecticut Junior 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 CSRP; and

(2) to develop the quality and quantity of Federation referees, assessors, instructors, and assignors; to register those referees, assessors, instructors, and assignors required to serve the 2 State Associations and to achieve excellence in officiating, governance, education, and administration.

Section 3. This SRC Policy Manual may be updated only with the majority consent of the SRC at any regularly scheduled SRC Meeting. Two weeks' advance notice of proposed amendments is required for changes/additions to be considered at such meetings. Notice should be sent via electronic mail to all SRC members and to applicable CJSA and CSSA administration.

Rule 2. DEFINITIONS

In this policy:

- (1) **“Federation”** means the United States Soccer Federation, Inc.
- (2) **“CSSA”** means the Connecticut State Soccer Association, Inc.
- (3) **“SAC”** means the State Referee Assignor Coordinator.
- (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.
- (8) **“CSRP”** means the Connecticut State Referee Program established under this policy
- (9) **“SYRA”** means the State Youth Referee Administrator
- (10) **“Technical staff”** means the SRA, SYRA, SDA, and SDI.
- (11) **“2 State Associations”** means CSSA and CJSA.
- (12) **“CJSA”** means the Connecticut Junior Soccer Association, Inc.
- (13) **“ARA”** means Area referee Administrator

Rule 3. STATE REFEREE COMMITTEE

Title:	State Referee Committee
Function:	Promotes and carries out the National Program for Referee Development for all affiliated soccer within their jurisdiction. Sets policies within the state within the confines of the governing documents of U.S. Soccer and the National Program for Referee Development.
Requirements:	<p>The State Referee Committee shall consist of the following positions at a minimum. Others positions may be added with consent by the majority of the existing SRC Committee members, depending on the needs of the SRC:</p> <p>Chairperson State Referee Administrator State Youth Referee Administrator State Director of Referee Instruction State Director of Referee Assessment State Assignor Coordinator President or a representative of the state youth association President or a representative of the state adult association</p> <p>Note: The positions of Chairperson and SRA may be combined with the joint agreement of the state associations.</p>
Appointment:	In accordance with the by-laws and policies of U.S. Soccer, followed by the governing documents of the SRC.
Reports to:	State Association(s) with functional responsibilities to National Program for Referee Development Office.
Responsibilities:	<ul style="list-style-type: none"> • Establish a referee program that is responsive and accountable to U.S. Soccer affiliates. • Hold regular meetings to conduct the affairs of the state referee program. • Provide for such fiscal control procedures necessary for proper fund accounting. Prepare an annual budget, and an annual report of income and expenditures to the state association(s) and U.S. Soccer. • Hear reports from technical members • Vote on and establish policies and procedures for the state referee program within the scope of the National Program for Referee Development. • Disseminate information, including that sent to states from the national office, to the referees within the state • Seek ways to provide development opportunities for referees • Ensure that an effective referee development program is working, which identifies, trains and gives opportunities to promising referees • Forward names of promising referees at various levels of development to the National Office for consideration in academy appointments

Rule 4. FINANCE

Section 1. The fiscal year of the CSRP shall be from September 1 of one year through August 31 of the following year.

Section 2. 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 CSRP, including having a review or audit of the accounts of the CSRP conducted annually.

Section 3. The SRA, with assistance from the other members of the technical staff, shall prepare a proposed annual budget for the CSRP. The proposed budget shall be submitted to the SRC not later than July 15th of 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 and USSF.

Section 4. The SRC shall also provide the 2 State Associations with quarterly financial statements on the operations of the CSRP.

Rule 5. RESPONSIBILITIES OF THE CHAIRMAN AND THE TECHNICAL STAFF

Section 1. The Chairman of the SRC:

- (1) has overall supervisory responsibility for carrying out the CSRP; and
- (2) shall appoint for the 2 State Associations hearing committees to consider and decide cases involving complaints of misconduct away from matches by game officials.

Section 2. The SRA:

- (1) is responsible for the operations and administration of the CSRP and supervises the technical staff, and the SAC
- (2) serves as liaison between the Federation's Referee Committee and the SRC.

Section 3. The SYRA shall assist the SRA, with special emphasis on youth matters.

Section 4. The SDA shall carry out the National Referee Assessment Program for the CSRP.

Section 5. The SDI shall carry out the National Referee Instructional Program for the CSRP.

Section 6. The SAC shall carry out the National Referee Assignor Program for the CSRP. It is responsible for coordinating referee assignments by referee assignors registered with the CSRP. The SAC may not assign games or have the authority to reassign referees who have accepted previous assignments.

Rule 6. ADMINISTRATIVE AREAS AND POSITIONS

Section 1. The SRC shall appoint three assistant referee administrators. They are responsible for the assisting in the administration of the CSRP and shall report to the SRA.

Section 2. Each Assistant Referee Administrator shall be appointed by the SRA with the approval of the SRC for a 2-year term and may be reappointed. An Assistant Referee Administrator may continue to serve until a successor is appointed. The terms of all of the Assistant Referee Administrators shall begin on September 1 and shall be staggered so that, as nearly as practicable, half of the terms shall begin on September 1 of odd-numbered years and half of the terms begin on September 1 of even-numbered years.

POLICY 102—TRAVEL EXPENSES

Part I—GENERAL

The purpose of this policy is to provide the requirements and procedures for travel expenses incurred for the Connecticut State Referee Program (CSRP). It is the policy of the CSRP that persons carrying out activities for the CSRP should not be penalized nor profited in carrying out those activities.

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 CSRP Office by check. No payment will be made from cash funds at an event or program.

2. Reimbursement Request Forms Must Be Used. Reimbursement Request forms should be used by anyone requesting reimbursement for travel expenses. All information requested on the form is required: name, address, title/position, dates, signature, etc. Reimbursement requests can also be submitted in writing.

3. Receipts Requirement. Expenditures (except for mileage) must be submitted with a receipt in order to be reimbursed.

4. Meal Expenses. Per Diem of \$50 per day is paid for travel requested by the SRA or SRC Chairman.

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.

6. **Mileage.** Reimbursement for mileage is the current IRS allowance per mile for business. Mileage reimbursement 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. The 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. **Approvals.** Only the Chairman of the State Referee Committee (SRC) and the SRA each have approval authority.

*Copies of the Reimbursement Request form are on the CSRP website.

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

CSRP
11 Executive Drive
Farmington, CT 06032

POLICY 103—PARTICIPATING OUTSIDE STATE OF REGISTRATION

Part I—GENERAL

1. Many referees, assessors, and instructors from other states and countries are regularly invited to participate in USSF referee activities held in Connecticut. 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, assessors, and instructors from Connecticut 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, assessors, and instructors from Connecticut and often helps out programs in other states.

Part II—REFEREES

1. Referees are registered by the U.S. Soccer Federation through the State Referee Administrator and considered independent contractors. As a matter of courtesy, referees should inform the SRA/SYRA when traveling out of the state association to work games provided that they have met their obligation to the state association.

2 The U.S. Soccer Referee Committee specifically encourages National Referees, International Referees and Grade 5 referees who are National Candidates to have at least one of their required annual assessments conducted outside of the referee's geographical area.

3. While USSF policies do not require a referee coming into Connecticut to provide written permission from his or her SRA before being allowed to referee in Connecticut, it is the policy of the CSRП that names of visiting referees are 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 (860-676-1161), fax them to the office (860-676-1162), or e-mail the names to info@[ctreferee.org](mailto:info@ctreferee.org)

Part III—ASSESSORS

1. USSF policies and procedures specifically prohibit assessors from traveling to another state to conduct assessments without the specific approval of the assessor's home state SDA and the SDA in the state where the assessment will occur. Furthermore, proper protocol dictates that an assessor traveling out of state first get permission from his or her own SDA and then from the SDA of the state the assessor is visiting. Any assessment given by an assessor without these permissions could be considered to be invalid. Therefore, any assessor from Connecticut traveling out of state to conduct an assessment must first contact the Connecticut SDA who will assist, if needed, in contacting the SDA in the state to be visited. Further, any assessor invited to conduct assessments at any game held in Connecticut must get permission from the Connecticut SDA before conducting any assessment in Connecticut. Anyone inviting the assessor (or the assessor himself or herself) should contact the SDA at the State Referee Office (860-676-1161) or by e-mail at sda@ctreferee.org.

Part IV—INSTRUCTORS -

1. It is the policy of USSF and the Connecticut State Referee Program that all activities conducted for the purpose of referee, assessor, or instructor training or which may be used to satisfy referee 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, instructors or assessors within the Connecticut 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. Anyone wishing to invite a guest presenter from another state should first coordinate with and get the permission of the SDI in Connecticut. The SDI can be contacted at the State Referee Office (860-676-1161) or by e-mail at sdi@ctreferee.org.

PART II—REFEREE POLICIES

POLICY 201— NOT ENFORCING

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—RECERTIFICATION GUIDELINES

The National Referee Committee recommends the use of the following guidelines for re-registering referees not certified for two years or more:

- Grade 8 referees who miss 1-2 consecutive years of registration can be re-registered as a grade 8 after completing a Referee Re-certification clinic.
- Grade 8 referees who miss 2 or more consecutive years must re-take the entire Entry Level Referee Training Course.
- Grade 7 Referees and Higher - Referees can only be registered at the grade for which they qualify. Referees who were Grade 7 or higher should be downgraded one (1) grade, as per current policy. Once they retake the appropriate course as listed above for grade 8 referees and have completed all the requirements for the previously held grade, they may be upgraded.

Referees are registered annually, for the period January 1 to December 31. Current year Referee, Assignor, Instructor, and Assessor registration forms are accepted by the National Office from September 01 of the previous year to June 30 of the current year (10 months). Referees who did not have the opportunity to re-register during the prescribed current year registration period may register for the following year without penalty. (e.g. A referee last registered in 2002 may take a 2004 re-certification course in August 2003 without having to pay a 2003 registration fee.) HOWEVER, re-certifying referees who wait until after June 30 to re-register should not be added to assignment lists until the following January 1. (e.g. A referee last registered in 2002 may take a 2004 re-certification course in August 2003 but shall not be assigned until January 01, 2004.)

POLICY 204—REFEREE GAME REPORTS

Section 1. GENERAL

Any referee assigned to the following CJSA and CSSA sponsored competitions MUST submit, in writing, a USSF Referee Report within 48 hours after the game to the CJSA office for CJSA sponsored competitions and to the appropriate leagues for CSSA sponsored competitions. A Supplemental Referee Report is required for all send offs, injuries and any other unusual circumstances

Section 2. CJSA COMPETITIONS

- a) All State Cup games
- b) All State League games
- c) All Region 1 Directors League games
- d) All Connecticut Cup Finals
- e) All send offs from any other affiliated competition

Section 3. CSSA COMPETITIONS

- a) All CSSA-affiliated league or member games
- b) All CSSA State Cup games
- c) All USASA and USSF National Cup games

Section 4. GUIDELINES

The guidelines for sending the reports can be found at www.ctreferee.net

PART III—ASSESSMENT POLICIES

POLICY 301—NOT ENFORCING

POLICY 302—ASSESSOR CERTIFICATION

Section 1 Assessor certification will follow the policies outlined in the most recent version of the US Soccer Federation Referee Administrative Handbook as posted at www.ussoccer.com.

POLICY 303—FIELD EVALUATION REQUIREMENTS

Section 1. GENERAL

This policy follows the field evaluation requirements that are contained in the Criteria for Certifying and Upgrading Referee Tables in the latest online edition of

United States Soccer Federation (USSF) Referee Administrative Handbook,. Referees and assessors, within the Connecticut State Referee Program must comply with this policy for the purpose of referee upgrade and recertification. Referees seeking to obtain assessments out of State must also comply with appropriate CSRП policy and US Soccer Federation Referee Program policy for officiating out of state.

POLICY 305—Reporting Requirements and Assessment Fees

Section 1. REPORTING REQUIREMENTS

- (a) CSRП Assessment Reports will be done electronically in the US Soccer On-line Assessment System or the CSRП On-Line Assessment system as directed by the SDA or SRA. Reports will be completed within 72 hours but may be completed no later than 7 days due to extenuating circumstances.

Section 2. ASSESSOR PAYMENTS

- (a) Assessors will be paid according to an SRC approved fee schedule (see paragraph c, section 4). Payments will be tied to the completion of all required reporting. On receipt of the Report of Assessment, the SDA will notify the State Referee Office to initiate payment to the assessor.
- (b) New Associate Assessors may have mentors assigned to their first three full assessments. For these assessments with assigned mentors the Associate Assessor will not be paid. Timelines for reporting for Associate Assessors with mentor oversight will be 7 days for Feedback to the match officials and 7 days to the SDA.

(c) CSRП Assessor Fees

Payments due from CSRП to Assessors

	National, State, and Referee Assessor
CSRП Web based assessments - Assigned by SDA	\$75
USSF web based assessments	\$85
Educational Assessments	
40 min halves	\$50
35 min halves	\$45
30 min halves	\$40
25 min halves	\$35

Fees Paid by Referees

Upgrade Fees

Upgrade Fee due with Upgrade Application	8 to 7	\$75
	7 to 6	\$150
	6 to 5	\$150

Maintenance Fees

There will be no charge to referees for maintenance assessments.

National Referees and National Candidates

National Referees and National Candidates will obtain their required assessments through assignments to professional and regional matches. CSRP will pay for one assessment

Section 3. TRAVEL REIMBURSEMENT

When assessment requirements cannot be met within the resources of the state, the SDA may request assistance from outside the state. The CSRP will reimburse assessors who are required to travel from another state to perform an assigned assessment. Authorization for travel requires approval by the SDA. Reimbursement will be at the current IRS travel rate. This is reimbursement for expenses associated with using their vehicle to fulfill assessment duties. The SDA will notify the State Referee Office to initiate payment in conjunction with the payment for the assessment.

NOTE: 1 Referees will be responsible for the payment of any mileage fees associated with the assessments that they arrange to meet their assessment requirements.

Section 4. CANCELLATIONS

(a) If an assessment can not be performed, assessors may still be entitled to compensation based on the following: If the assessor is notified before departing to the field that the match has been cancelled or is not assessable, then no compensation will be paid.

NOTE: Matches that are deemed by the assessor to be non-competitive (i.e., not a sufficient test for the official) are deemed to be full assessments. Payment for these matches will be at the normal match fee schedule.

PART IV—INSTRUCTOR POLICIES

POLICY 401—NOT ENFORCING

POLICY 402—INSTRUCTOR CERTIFICATION

Section 1. Follow the National Program for Referee Instruction and Training in the latest online edition of the Administrative Handbook.

POLICY 403—INSTRUCTOR FEES

The instructor (associate or higher) pay for is as follows:

- (1): \$40.00 per hour as the only instructor or lead instructor
- (2) \$30 per hour each for each additional instructor

Part V – Assignor Policies

Policy 501 – Follow the National Referee Assignor Program Training in the latest online edition of the Administrative Handbook.* (for clarification please check the CSRP website – referee assigning – Clarification + FAQ’s – USSF Referee Assignor Policy)

PART VI—POLICIES APPLICABLE TO STATE ASSOCIATIONS

POLICY 601—ASSIGNMENT OF REFEREES FOR CJSА STATE SPONSORED COMPETITIONS

Part I—GENERAL

Section 101. RESPONSIBILITY FOR ASSIGNMENT

The assignment of referees for CJSА state sponsored competitions is the responsibility of the State Youth Referee Administrator (SYRA) with guidance from the State Referee Committee (SRC). The CJSА Board of Directors, or its designee, shall be responsible for specifying which games are “state sponsored competition” prior to the beginning of each year. That specification will be made sufficiently in advance so that the SYRA, 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 state games competitions. The SYRA will advise the CJSA President about all activities associated with the assignment of referees for state games.

Referee assignments for CSSA competitions will be executed via a collective CSSA agreement with either the SRC or with desired USSF certified assignor(s): or via individual CSSA member league contractual agreement with desired USSF certified assignors.”

Section 205. STATE DIRECTOR OF ASSESSMENT (SDA)

The SDA is responsible for ensuring that all State Cup and Connecticut Cup Finals are assessed as requested by the SYRA. The SDA is also responsible for ensuring all CSSA State Cup and similar CSSA-run competitions are assessed as requested by the SRA

POLICY 602—ASSIGNMENT OF REFEREES FOR CSSA STATE SPONSORED COMPETITIONS

Part 1 – GENERAL

Section 101. Responsibility for assignment:

“Referee assignment for CSSA competitions will be executed via either:

- (a) a collective CSSA agreement with the CSRP
- (b) a collective CSSA agreement with desired USSF certified assignor(s)
- (c) individual CSSA member league agreement with CSRP
- (d) individual CSSA member league agreement with desired USSF certified assignors.

Section 103. Referee Lists:

- (a) The SRA will provide the SAC with a list of referees that are to be given the opportunity, in furtherance of the CSRP to provide for increased and improved referee development, to referee adult state games. 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.
- (b) The SRA, via the SDI or the CSRP Office, will also provide annually to the CSSA, and to certified assignors contracted to work CSSA leagues, the complete list of certified referees, upon completion of the annual re-certification process.
- (c) The SAC shall report to the SRA on all matters related to referee performance and referee development related to adult state games.

Part II – RESPONSIBILITIES

Section 201. CSSA Executive Board

“The CSSA Executive Board:

- (a) provides overall assigning guidance and direction to its’ CSSA member organizations for all affiliated adult competitions
- (b) has sole authority to assign CSSA State Cups and similar CSSA competitions, including the contracting of desired certified assignor(s).”

PART VII—CSRP JOB DESCRIPTIONS

I. CHAIRMAN, STATE REFEREE COMMITTEE

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

II. STATE REFEREE ADMINISTRATOR

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

(2) U.S. Soccer Federation International Referees.

h. Sends list of referee rankings for state to Manager of Professional League Referee Assignment and Assessment for consideration for Assignment to professional and international matches.

2. GRADING OF REFEREES

The State Referee Administrator shall be responsible for applying Federation standards in coordination with referee instructor(s) to grade each referee in his area for each registration period. The State Referee Administrator (or his delegate) shall certify the grade of each referee on the Federation registration form.

3. ADMINISTRATION OF REFEREES

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

a. Referee Registrations

- (1) Maintains adequate supply of current Federation registration forms.
- (2) Insures registration of all referees being assigned for that calendar year.
- (3) Checks all registration forms for proper completion, with particular attention regarding: (a) Referee's grade (b) Physical fitness results (c) Game experience (d) Assessment requirements (e) written examination scores & (f) Signatures and risk management disclosure.
- (4) Collects correct fee for each registration:
 - (a) Splits the U.S. Soccer Federation registration fee according to U.S. Soccer's Policy 531-2.
 - (b) Retains a second sheet of registration form for the SRA's file (yellow copy), if referee registers via a paper form.
 - (c) Keeps a file of referee registrations (current and past 3 years).

b. Referee Experience Records

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

c. Training

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

d. Discipline

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

	<p>e. Referee Badges and Pins</p> <p>(1) Maintains adequate supply of badges, books, pins, etc. from the National Office.</p> <p>(2) Controls distribution of badges to currently registered referees.</p> <p>f. Publications</p> <p>(1) Distributes news of all publications.</p> <p>(2) Each re-certifying referee will receive directly from the Federation office the <i>Laws of the Game</i> or <i>Laws of the Game Made Easy</i> and all timely publications, unless the SRC elects to distribute such material at re-certification clinics.</p> <p>(3) Responsible for supplying <i>Laws of the Game</i> or <i>Laws of the Game Made Easy</i> to all new referees.</p> <p>g. Referee Recruiting</p> <p>Implements a program to recruit a sufficient number of referees to cover affiliated games with registered officials using the diagonal system of control (DSC).</p> <p>h. Referee Assignments</p> <p>The State Referee Administrator shall not serve as a league assignor, or as an assignor for a non-state run tournament within the state, as it will impede other duties and may lead to conflicts of interest. (This applies whether a SRA is an active referee or not).</p> <p>i. Reports</p> <p>Shall complete a report of all clinics, including: Entry, Advanced, re-certification, assessment, assignor, instructor, lectures, etc., held each year in the State Association, and send it to the National Office in December of each year. Clinics should include the instructor-in-charge and the number in attendance. Assessment report should include the number of assessments completed and the name of the assessor.</p> <p>4. FIDUCIARY RESPONSIBILITIES</p> <p>If the State Referee Committee does not assume these duties, the State Referee Administrator must provide for such fiscal control procedures necessary for proper fund accounting. Prepare an annual budget, and an annual report of income and expenditures to the state association(s) and the National Referee Committee, in accordance with U.S. Soccer Federation Policy.</p>
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III. STATE YOUTH REFEREE ADMINISTRATOR

Title:	State Youth Referee Administrator
Function:	Assists the SRA with carrying out the mission of the National Program for Referee Development within the state. Serves as liaison between the U.S. Soccer National Referee Department Office and the State Youth Association.
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials.
Appointment:	State Youth Association with the advice of the State Referee Administrator in accordance with Policy 531-1 (2) for a fixed two (2) year terms.
Reports to:	State Youth Association with functional responsibilities to State Referee Administrator.
Responsibilities:	<p>1. STATE YOUTH CUP The State Youth Referee Administrator shall be responsible for assigning officials to all Intra-State Youth Cup Games. The SYRA must be a registered assignor to fulfill this duty or delegate it to someone who is a registered assignor.</p> <p>2. ODP TRAINING The SYRA shall help identify officials to attend training at the ODP camps.</p> <p>3. EARLY IDENTIFICATION The SYRA should identify talented officials working youth games and Recommend them to the State Referee Committee for assignment to Regional tournaments.</p> <p>4. REFEREE PROGRAM FOR YOUTH RECREATIONAL PLAY Oversee the youth recreational referee program for the state.</p>

IV. STATE DIRECTOR OF REFEREE ASSESSMENT

Title:	State Director of Assessment (SDA)
Function:	Carries out the policies of the National Assessment Program at the State Association level.
Requirements:	<p>Must be a current <i>State Assessor</i> grade, or higher, (this may be waived by the National Director of Referee Assessment (NDRA) and the National Office for an interim period required to attain that grade.) with a demonstrated competency in:</p> <ul style="list-style-type: none"> • Administration, program planning and implementation

	<ul style="list-style-type: none"> • Referee assessment • Cooperation with all levels of State Administration above, lateral to, and below them.
Appointment:	<p>Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.</p> <p>Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations.</p>
Reports to:	The State Referee Administrator (SRA), with functional responsibilities to the NDRA and U.S. Soccer.
Responsibilities:	<p>1. Referees</p> <ul style="list-style-type: none"> • Provide expertise in connection with State Referee selection and game assignments, and other information required by the SRA. • Provide routine feedback to the State Director of Instruction (SDI) with suggestions for topics to be covered by the instructional program. • Keep required records of referee assessments. <p>2. Referee Assessors</p> <ul style="list-style-type: none"> • To carry out the policies of the National Assessment Program, developing local programs as needed to meet the needs in the State Association. • To work with the State Referee Committee to train and develop sufficient assessors to meet the assessment needs of the referees in the State Association. • To organize programs for developing, testing and upgrading assessors and recommending those upgraded to State Assessor or higher to the NDRA. • May recommend assessors for upgrade (or downgrade, with cause). All such recommendations are to be reported to the NDRA, and the SRA or State Referee Committee Chairman, as appropriate. • Coordinate in-service training, registration and certification of Referee Assessors. • Keep the NDRA and U.S. Soccer apprised of information pertinent to the operation of the program within his/her state, including an annual report of activities and training. • Maintain contact with assessors throughout the state and promote their welfare. • Appoint Area or District Directors of Assessment, where geography demands, to carry out the responsibilities of the SDA. • Appoint assessors for games specified by the U.S. Soccer

	<p>Manager of Professional League Assignment and Assessment within the timeline as required by the National Office.</p> <ul style="list-style-type: none"> • The SDA shall not serve on the SRC in any capacity other than SDA. • May be called upon to perform other duties in connection with referee assessments by the State Association or the staff of U.S. Soccer. <p>3. Administration</p> <ul style="list-style-type: none"> • Register all Assessors. • Keep an adequate supply of assessment forms and supporting materials to meet the state's needs.
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V. STATE DIRECTOR OF REFEREE INSTRUCTION

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

Responsibilities:	<p>1. Referees</p> <ul style="list-style-type: none">• Develops, implements, evaluates and provides at least (5) hours of In-Service training for all levels of referees up to and including State Referee• Administers Entry Level Referee Courses• Conducts recertification of physical fitness test for referees Grade 7 and higher; and written test for all referees grade 8 and higher.• Conducts upgrade courses for upgrades as sanctioned by U.S. Soccer Provides at least six (6) hours of preparatory training for National Referee candidates only.
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<p>Responsibilities: (Continued)</p>	<p>2. Referee Instructors</p> <ul style="list-style-type: none"> • Supervises and evaluates the instructional staff within the State Association(s) • Approves the assignment of all instructors, including out-of-jurisdiction. When the assignment is out-of-jurisdiction, ensures that the guidelines cited in this document are followed. • May recommend instructors for upgrade. All such recommendations are to be reported to the Manager of Referee Development and Education, and the State Referee Administrator or State Referee Chairman, as appropriate. May downgrade instructors for cause. • Responsible for ensuring that course content is the approved Federation curriculum. • Ensures that the Instructional Theory Into Practice (ITIP) Referee Instructor Course is taught by a nationally approved instructor with the assistance of the State Director of Instruction. • Conducts annual in-service training for all instructors to disseminate new material, Laws of the Game changes, Laws of the Game testing, and ITIP refresher modules. • Registers all instructors residing within the State Association jurisdiction with the Federation. <p>3. Instructional Programs and Materials</p> <ul style="list-style-type: none"> • Assures in-service training programs are up to date and conform to Federation guidelines • Disseminates Federation training material to all instructors. • Approves all non-Federation sanctioned instructional materials to be used for instruction within the State Association(s). <p>4. Law Interpretation</p> <ul style="list-style-type: none"> • Acts as the sole interpreter of the Laws of the Game within the State, disseminating standardized interpretations. Defers to the U. S. Soccer Federation National Program for Referee Development Office if uncertain about specific interpretations of the Laws of the Game.
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	<p>5. Liaisons and Advisor</p> <ul style="list-style-type: none"> • Acts as liaison between the members of the State Instructional Program Committee, if one exists, for all matters pertaining to instruction, application, and interpretation of the Laws of the Game • Upon invitation, may advise affiliated Leagues, Clubs and Associations in the application and interpretation of the Laws • Acts as liaison between appropriate officials in matters concerning interstate teaching assignments <p>6. Administration</p> <ul style="list-style-type: none"> • Maintains record of all Clinics, Courses and Recertifications held within the state association to include attendees and instructors • Maintains communication with the State Referee Administrator • Provides annually to both State Associations, the complete master list of certified referees, upon completion of the annual re-certification process.
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VI. STATE REFEREE ASSIGNOR COORDINATOR

Title:	State Assignor Coordinator
Function:	Responsible for the coordination of referee assignments by the referee assignors within the jurisdiction of the State Referee Committee.
Requirements:	Must be a registered U.S. Soccer Referee Assignor. Must be a minimum of 18 years of age and knowledgeable about the levels of games being assigned to referees within the State Association.
Appointment:	Jointly appointed, for a fixed two (2) year term, by the State Associations based on a recommendation from the State Referee Committee (SRC) or the State Referee Administrator if there is no SRC.
Reports to:	State Association(s) with functional responsibilities to National Program for Referee Development Office and the State Referee Committee.
Responsibilities:	<p>Determine priority of referee assignments each week for the State Associations based on what is scheduled for that week.</p> <p>Determining that all assignors meet the policy of U.S. Soccer Policy 531-8 with regard to registration.</p> <p>Report to the SRA and the applicable State Association, any violations of established USSF and SRC assigning policy, procedures or rules; and therefore, may begin appropriate misconduct proceedings accordingly.</p>

	<p>Serve as a member of the State Referee Committee</p> <p>Set up Entry Level Assignor Clinics.</p> <p>Set up recertification clinics for assignors if approved by the State Referee Committee.</p>
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VII. ASSISTANT REFEREE ADMINISTRATOR

Title:	Assistant Referee Administrator (ARA)
Function:	To carry out, within the administrative responsibilities of the CSRP administered by the State Referee Committee (SRC) for both State Associations Connecticut State Soccer Association, Inc. (CSSA) and Connecticut Junior Soccer Association, Inc. (CJSA).
Requirements:	Strong leadership, administrative, and communication skills. Must possess working knowledge of the needs and directives of the CSRP, and be able to work with the State Associations and local officials. The ARA may not be an elected official of a National association or either of the State Associations. The ARA may not be an officer of a member club of either of the State Associations. The ARA may independently assign referees to USSF sanctioned matches with the permission of the SRA.
Appointment:	Each ARA is appointed by the State Referee Administrator (SRA), with the approval of the SRC.
Term:	Each ARA is appointed for a term of 2 years and may be reappointed. Each term begins on September 1 of a given year, as designated by the SRC.
Reporting:	Each ARA reports to the SRA.
Responsibilities:	An ARA is responsible for carrying out the administrative activities of the CSRP as designated by the SRA. Primary responsibilities may include: coordination of certification, recertification, and in-service referee clinics ; coordination of assignment of instructors for clinics in conjunction with the SDI; coordination of assignment of assessors for matches played in conjunction with the SDA, and coordination of the assignor program with the SAC. With permission of the SRA, the ARA may appoint staff to assist and support the ARA in carrying out his/her duties.

