

# POLICY MANUAL

## CONNECTICUT STATE REFEREE PROGRAM



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[Incorporated by Reference](#)**

**United States Soccer Federation, Inc.  
POLICY MANUAL  
[Incorporated by Reference](#)**

**Modifications For  
Connecticut State Referee Program  
February 28, 2025**

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## **PART I—GENERAL POLICIES**

### **US Soccer Bylaws - Referee Administration**

#### **Bylaw 531. GENERAL POLICIES**

The Board of Directors shall prescribe policies concerning the administration of the National Referee Development Program consistent with these bylaws, including policies related to referee registration, assignment of game officials, uniforms, Federation FIFA referee and assistant referee qualifications, assignment of game officials, assignors, use of unregistered referees, misconduct toward game officials, misconduct by game officials, and ethics and restrictions on game officials and assignors.

#### **Bylaw 532. REFEREE REGISTRATION REQUIRED**

All referees will be registered on Federation referee registration forms through the State Referee Administrator or the Overseas Referee Branch. Certain registration responsibilities may be delegated to a State Association Referee Registrar with the approval of the Referee Committee and the Board of Directors.

### **US Soccer Policies - Referee Administration**

Policy 531-1—Referee Administration

Policy 531-2—Referee Registration Fee

Policy 531-3—Referee Registration Cards

Policy 531-4—Referee Uniform

Policy 531-5—Referee Authority

Policy 531-6—Restriction on Referee as a Player

Policy 531-7—Federation FIFA Referee and Assistant Referee Qualifications

Policy 531-8—Assignment of Game Officials

Policy 531-9—Misconduct Toward Game Officials

Policy 531-10—Misconduct of Game Officials

Policy 531-11—National Referee Development Program

## **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 SRP; 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.

### **Rule 2. DEFINITIONS**

In this policy:

- “**Federation**” means the United States Soccer Federation, Inc.
- “**CSSA**” means the Connecticut Senior Soccer Association, Inc.
- “**SAC**” means the State Referee Assignor Coordinator.
- “**SDA**” means the State Director of Referee Assessment.
- “**SDI**” means the State Director of Referee Instruction.

- “SRA” means the State Referee Administrator.
- “SRC” means the State Referee Committee.
- “CSRП” means Connecticut State Referee Program established under this policy
- “RR” means Referees Representative
- “SYRA” means the State Youth Referee Administrator
- “SDM” means the State Director of Mentoring
- “Technical Staff” means the SRA, SYRA, SDA, SDI, SDM, SAC
- “2 State Associations” means CSSA and CJSА

### **Rule 3. FINANCE**

**Section 1.** The fiscal year of the CSRП 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 CSRП, including having a review or audit of the accounts of the CSRП conducted annually.

**Section 3.** The SRA, with assistance from the other members of the technical staff, shall prepare a proposed annual budget for the SRП. The proposed budget shall be submitted to the SRC not later than July 15<sup>th</sup> 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.

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

### **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 CSRП
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 CSRП and supervises the technical staff, and the SAC
2. serves as the 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 CSRП.

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

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

## **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 (SRP). It is the policy of the SRP that persons carrying out activities for the SRP 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 (See [Appendix A](#)) forms must be used to request reimbursement for travel expenses. All information requested on the form is required: name, address, title/position, dates, signature, etc.
- 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 tips may not exceed \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Alcohol is not a reimbursable expense. Exceptions from these maximums may be made on an individual basis.
- 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. Currently reimbursement is not authorized and will not be paid for mileage that is less than a 25-mile radius headquarters. 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. Timely Submission.** The CSRP Office must receive a Reimbursement Request form within 45 days from the date the expenses are incurred, except that a form for expenses incurred in August should be received at the Office no later than September 15th due to the end of the fiscal year.
- 9. Approvals.** Only the Chairman of the State Referee Committee (SRC) and the SRA each have approval authority.

### **Part III—REIMBURSEMENT PROCEDURES**

10. **Completed Reimbursement Request Forms.** A completed Reimbursement Request form with original receipts attached should be submitted directly to the CSRP Office. 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. Faxed or photocopied receipts are not acceptable.

11. **Review of Forms.** The CSRP 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.

12. **Payment.** On receiving the approval of a request, a check will be issued by the CSRP Office.

13. **Denied Requests.** A Reimbursement Request form that is denied will be returned to the person submitting the form.

\*Reimbursement Request form and the Other Party Expense form are on the CSRP website.

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

CSRP  
PO Box 518  
Monroe, CT 06468

### **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.
3. However, referees, assessors, and instructors coming into Connecticut have often been in violation of Federation policies and proper protocol. Further, our referees and assessors traveling to other states sometimes find that their games and assessments do not count because proper procedures were not followed.

#### **Part II—REFEREES**

4. The USSF administrative manual states that 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 Connecticut traveling to another state must have permission of the SRA. Such permission can be obtained by contacting the SRA at [ct-sra@ctreferee.net](mailto:ct-sra@ctreferee.net) or by calling the State Referee Office at 860-919-0850 As long as the referee is in good standing and has fulfilled his or her obligations to the CSRP, permission will be granted.

Referees wishing to travel to another state for an assessment *MUST* have permission from the Connecticut 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 at [ct-sda@ctreferee.net](mailto:ct-sda@ctreferee.net)

5. 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 CSRP 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 860-919-0850 or e-mail the names to [info@ctreferee.net](mailto:info@ctreferee.net)

### **Part III—ASSESSORS**

6. 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 860-919-0850 or by e-mail at [ct-sda@ctreferee.net](mailto:ct-sda@ctreferee.net)

### **Part IV—INSTRUCTORS**

7. 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 860-919-0850 or by e-mail at [ct-sdi@ctreferee.net](mailto:ct-sdi@ctreferee.net)

## **PART II—REFEREE POLICIES**

### **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.

Such referee must still attend a recertification clinic if applicable and pass the written examination. The referee will not have to pay a recertification fee.

## **POLICY 203—RECERTIFICATION GUIDELINES**

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

- Referees whose licenses have lapsed will be recertified according to current US Soccer Referee policies. The SDI has the option to waive field training requirements.

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 July 1 of the previous year to June 30 of the current year. 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 “year A” may take a “year C” re-certification course without having to pay a gap year registration fee.)

## **POLICY 204—REFEREE GAME REPORTS**

### **Section 1. GENERAL**

Any referee assigned to the following CJSA and CSSA sponsored competitions MUST submit a game report through the CSRP Central Assign platform within 48 hours. A Supplemental Referee Report is required for all send offs, injuries and any other unusual circumstances within 24 hours.

### **Section 2. CJSA COMPETITIONS**

- All CJSA games

### **Section 3. CSSA COMPETITIONS**

- All CSSA games

### **Section 4. GUIDELINES**

The guidelines for sending the reports can be found at [www.ctreferee.net](http://www.ctreferee.net)

## **POLICY 204—REFEREE UPGRADE AND MAINTENANCE EVALUATIONS**

### **Section 1. GENERAL**

Referees are encouraged to upgrade to the next level when the requirements for such an upgrade have been met, and the SRA determines an attempt to upgrade should be made if the referee is in good standing.

To support the referee who has already upgraded, or is attempting to upgrade, the CSRP will pay for one evaluation at the current US Soccer approved rate, and will not include travel expenses.

## **PART III—MENTOR/ASSESSMENT POLICIES**

### **Referee Mentor/Assessor**

**Function:** To perform assessments as assigned by the State Director of Assessment (SDA).

**Requirements:**

- Has attained a USSF Mentor License
- Approved by the SDA.

**Certification:** Passes the USSF Referee Mentor course

**Duties:** Perform full and developmental assessments of officials as directed by the SDA. Complete and submit written assessments to the SDA and provide feedback to the officials within 7 days of the match, or within 72 hours if filed electronically.

**Registration:** Annually through the SDA or SRA

**Recommended Levels of Assessment:** Educational

### **Referee Coach / National Coach**

**Function:** To perform assessments as assigned by the State Director of Assessment (SDA).

**Requirements:**

- Has attained a USSF Referee Coach / National Coach license

**Certification:** Passes the USSF Referee Coach / National Course

**Duties:** To assess officials as directed by the SDA. Complete and submit written assessments to the SDA and provide proper feedback forms to the referees assessed within 7 days of the game, or within 72 hours, if filed electronically.

**Registration:** Annually with the Federation through the SDA.

**Recommended Levels of Assessment:** Regional Referee maintenance or National Referee Upgrade. Recommendations for maintenance or upgrade will not be given

## **POLICY 305—Assessment Fees AND ASSESSOR PAY (APPENDIX B)**

### **Section 1. GENERAL**

This policy is effective May 23, 2023 It applies for assessments assigned by the State Director of Assessment (SDA) conducted within the scope of the CSRP. Any exceptions to this policy must be submitted in writing to the SDA for approval.

### **Section 2. ASSESSOR PAYOUTS**

(a) Assessors will be paid according to fee schedule in Appendix B. Payments will be tied to the completion of all required paperwork. Feedback forms should be in the possession of referees that were assessed within 7 days following the match. The Report of Assessment should be sent to the SDA within 10 days of the match. (While these timelines are in keeping with USSF policy, the state recommends that whenever possible the assessor completes all required paperwork with 48 hours of the match.) On receipt of the Report of Assessment, the SDA will notify the State Referee Office to initiate payment to the assessor. If for some reason the referee's payment for the assessment is delayed, the State Referee Program will still initiate payment to the assessor upon submittal of the match paperwork and will initiate follow up with the referee.

(b) REPORTS OF DELINQUENT WRITTEN FEEDBACK TO THE OFFICIALS OR DELINQUENT REPORT OF ASSESSMENTS TO THE SDA WILL BE REVIEWED AND WHERE APPROPRIATE, PENALTIES INITIATED.

### **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: National Referees and National Referee Candidates 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 cannot 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. The State Referee Office will either reimburse the assessment fee to the referee or hold the payment and apply it toward the next scheduled assessment.

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 and will be the responsibility of the requesting official.

## **POLICY 306— DISTRIBUTION OF ASSESSMENT FORMS**

### **Section 1. PURPOSE**

The purpose of this policy is to provide direction within the Connecticut Referee Program on the distribution of completed 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 assessors.

### **Section 3. GENERAL POLICY**

(a) The following individuals at the SRC may have access to the full-completed 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

(b) Without the distribution of the reports, the State Referee Committee may discuss assessment results for the purposes of referee training, development, upgrade, or selection for tournament or other special appointments. Assessment 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.

(c) The Chairman of the National Referee Committee may approve disclosure of 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.

(d) Assessor mentors may work with new or newly upgraded assessors in the development of the assessment reports and feedback forms provided the mentor participated with the assessor in the field evaluation.

#### **Section 4. DISTRIBUTION**

Copies of the Report of Assessment of Game Officials go to the SDA of the state the officials are currently registered.

### **PART IV—MENTOR/INSTRUCTOR POLICIES**

#### **POLICY 402—MENTOR/INSTRUCTOR CERTIFICATION**

##### **Section 1. MINIMUM REQUIREMENTS**

- Meeting the current requirements of US Soccer Referee Program for Licensed Mentors

#### **POLICY 403 – MENTOR/INSTRUCTOR FEES** ([Appendix B](#))

### **PART VI—POLICIES APPLICABLE TO STATE ASSOCIATIONS**

#### **POLICY 600 – ASSIGNMENT PLATFORM AND USE**

##### **Section 100. Assignment Platform and Use**

The SRC shall designate a single assigning platform (CSRP Central Assign) which must be used by all USSF licensed assignors and referees for all CJSA and CSSA sponsored competitions within the state. The SRC must provide USSF licensed assignors and referees notice at least 30 days before the platform is implemented.

#### **POLICY 601—ASSIGNMENT OF REFEREES FOR CJSA STATE SPONSORED COMPETITIONS**

##### **Part I - GENERAL**

##### **Section 101. RESPONSIBILITY FOR ASSIGNMENT**

The assignment of referees for CJSA state sponsored competitions is the responsibility of the State Youth Referee Administrator (SYRA) with guidance from the State Referee Committee (SRC). The CJSA 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.

##### **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 collective CSSA agreement with the CSR
- a collective CSSA agreement with desired USSF certified assignor(s)
- individual CSSA member league agreement with CSR
- individual CSSA member league agreement with desired USSF certified assignors.

#### **Section 102. Referee Lists:**

- The SRA will provide the SAC with a list of referees that are to be given the opportunity, in furtherance of the CSR 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.
- The SRA, via the SDI or the CSR 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.
- 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:

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

## **POLICY 602—ASSIGNING MATCH OFFICIALS**

### **Section 1. GENERAL**

Assignors are expected to follow the guidelines of US Soccer Policy 531-11.

#### **Section 2. Game Reports**

For the games they have assigned, assignors are to verify that the match reports are submitted on time, and are accurate.

#### **Section 3. Self-Assignments**

Except for emergency situations, assignors are not to assign themselves to matches for clubs or leagues for whom they are the assignor. Some, but not all, examples of an emergency situation include:

- A gameday message from a match official that they are unable to complete their assignment;
- A gameday notification that a match official has been temporarily suspended by US Soccer;
- More than one attempt was made to find other match officials, and a request for assistance was made to the SRA, SYRA, or SAC

## **PART VII—CSRP JOB DESCRIPTIONS**

- **CHAIRMAN, STATE REFEREE COMMITTEE**
- **STATE REFEREE ADMINISTRATOR**
- **STATE YOUTH REFEREE ADMINISTRATOR**
- **STATE DIRECTOR OF REFEREE ASSESSMENT**
- **STATE DIRECTOR OF REFEREE INSTRUCTION**
- **STATE REFEREE ASSIGNOR COORDINATOR**
- **STATE DIRECTOR OF MENTORING**



# CSRFP EXPENSE REPORT

FIRST, MID INITIAL, LAST NAME

TITLE

WEEK ENDING

PURPOSE OF TRIP OR EXPENSE:

DATE	LOCATION		AUTOMOBILE MILEAGE MILES	RATE	AMOUNT	LODGIN G	MEALS If yes enter 1	AMOUNT	EXPENSES and FARES AIR TAXI LIMO AUTO GAS SUPPLIES ETC	TOTAL AMOUNT
	FROM	TO								
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										
<b>CSRFP Allowances/Instructions:</b>			COLUMN TOTALS							

Mileage (\$\$per mile)	IRA	SUMMARY			Lodging Expenses	Advances	LESS PAID AIRFARE (total)	(enter)
		Mileage Paid	Food	Airfare				
Meals ("per diem" only)	\$50.00							
Enter expense items daily								
Use ink for all entries								
Obtain receipts for lodging, auto rental, air fares, and business purchases								
Obtain receipts for all costs over \$25.00								
WRITTEN NET AMOUNT:								
LESS PAID AIRFARE (total) (enter) _____ LESS ADVANCES (total) (enter) _____ <b>NET AMOUNT</b> _____ Dollars								

Retain a copy for your records

APPROVAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

NET AMOUNT PAYABLE TO \_\_\_\_\_  
 INDIVIDUAL \_\_\_\_\_ CSRFP

## APPENDIX B

### CSRP Mentor/Coach Fees

<b><u>Type (Paid by CSRP)</u></b>	<b>Amount</b>
CT Mentor	\$40/hr.
USSF Mentor as Assessor	\$50/hr.
USSF Coach or National Coach as Assessor	\$65/hr.
USSF Mentor, Coach or National Coach as instructor	\$130 flat rate
USSF National Coach, mileage	Current IRS rate
<b><u>Fees Paid by Referees</u></b>	To be determined annually
<b><u>Upgrade Fees</u></b>	To be determined annually
<b><u>Maintenance Fees</u></b>	Fees may be imposed