



GOVERNING DOCUMENTS FOR THE
VENTURA CHAPTER OF THE
SOUTHERN CALIFORNIA SOCCER REFEREES
ASSOCIATION

THURSDAY, FEBRUARY 18, 2010

BOARD OF DIRECTORS:

Luis Gutierrez, President

Bruce Russell, Vice President

Tony Fahey, Secretary

Jeff Plunkett, Treasurer

James (Mike) Skinner, Standards Chairmen



Constitution

Southern California Soccer Referees Association – Ventura Chapter

Article I. Name

The organization shall be known as the SOUTHERN CALIFORNIA SOCCER REFEREES ASSOCIATION, VENTURA CHAPTER (“Association”), operating as a non–profit organization.

Article II. Objective

The objective of the Association is to develop and promote the highest level of officiating in organized soccer.

Article III. Affiliation

The Association shall be affiliated with the United States Soccer Federation (“USSF”), and the California South State Soccer Association–South (“Cal South”).

Article IV. Administration

- A The Association shall be governed by a Board of Directors (“BOD”), consisting of the Elected Officers and Appointed Officers, and according to its Constitution and Bylaws.
- B Composition of the BOD shall be as follows:
 - 1. Elected Officers, who are voting members of the BOD, shall be:
 - a. President
 - b. First Vice–President
 - c. Second Vice–President
 - d. Secretary
 - e. Treasurer
 - f. Standards Chairman
 - g. Director of Member Development
 - 2. In the event the President is absent or unable to serve, the order of precedence for acting as President Pro Tem shall be as numbered above (descending in order 1 (b) through 1 (g)).
- C Elected Officers shall be elected by a simple majority vote of the members in Good Standing (defined in Bylaws, Article III (E)) present at the Annual General Meeting (“AGM”) (defined in Article VII).
- D The following Appointed Officers, who are non–voting members of the BOD, shall be appointed by the President and ratified by a majority of the Elected Officers:
 - 1. Instructor
 - 2. Assignor
 - 3. Assessor
 - 4. Others as required



Constitution

Southern California Soccer Referees Association – Ventura Chapter

Article V. Duties and Responsibilities

A The President:

1. Shall preside over all business of the Association,
2. Shall be ex–officio member of all Boards and Committees,
3. Shall form committees as is deemed necessary, with said committee(s) consisting of members in Good Standing, and
4. Shall serve as Liaison Officer with other organizations in the soccer community, such as, but not limited to, USSF, Cal South, contracted Leagues, and tournaments.

B The Vice–President:

1. Shall assist the President in conducting the business of the Association, and
2. Shall be responsible for recruiting and retention of members.

C The Second Vice President

1. Shall assist the President in conducting the business of the Association,
2. Shall be responsible for accepting and processing applications for membership,
3. Shall be responsible for membership records related to USSF Registration, Live Scan approval status, payment of dues, fines and/or penalties, and
4. Shall maintain an updated membership list as required.

D The Secretary:

1. Shall be responsible for all correspondence, minutes of meetings, internal written communications, and for keeping records of same, and
2. Shall produce and distribute newsletters as deemed necessary by the Board.

E The Treasurer:

1. Shall be responsible for all funds and accounting related to the business of the Association,
2. Shall present to the membership at each regularly scheduled membership meeting, an interim financial report, including incomes and expenditures,
3. Shall file a final annual financial report at the AGM.

F The Standards Chairman:

1. Shall preside over and administer all functions of the Referee Standards Committee (as defined in Bylaws Article II).

G The Director of Member Development:

1. Shall be responsible for member development,
2. Shall be responsible for adult and youth member mentoring, and
3. Shall be responsible for coordinating training with the Cal South



Constitution

Southern California Soccer Referees Association – Ventura Chapter

H The Instructor:

1. Shall be a currently certified USSF Instructor, or will become certified as soon as practical after appointment, and
2. Shall conduct training activities and coordinate the activities with the Director of Member Development, Assessor, and the Assignor as necessary, and

I The Assessor:

1. Shall be a currently certified USSF Assessor, or will become certified as soon as practicable after appointment,
2. Shall conduct Association assessments for the benefit of members and the guidance of the Assignor,
3. May appoint assistants, and
4. Shall be available to do official USSF assessments for the members at the current USSF assessor's fee rate.

J The Assignor:

1. Shall be a USSF certified referee assignor.
2. Shall have overall responsibility for referee assignments and for record keeping of games officiated for the purpose of certification and accountability,
3. Shall consult with the Assessor to properly assign referees,
4. Shall appoint assistants for special events, rescheduling or other events,
5. In the event of a no-show or non-payment by teams, shall coordinate with the Treasurer to ensure proper payments to members of the Association,
6. In the event of a member no-show, shall coordinate with the Treasurer and Standards Committee to ensure assessment of fees, and/or penalties, and
7. Shall interface on scheduling activities directly with contracted League Assignor and Tournament Directors.

Article VI. Amendments

- A** An amendment shall require a simple majority vote of the members who are present and in Good Standing at the AGM.
- B** Any proposed amendments must be received by the Secretary at least thirty (30) days prior to the AGM and any such amendments must be distributed to the general membership at least fifteen (15) days prior to meeting the AGM.

Article VII. Annual General Meeting

The AGM shall be held in February of each year. Notification of such meeting shall be given to each member in Good Standing at least fifteen (15) days prior to the scheduled date. The purpose of the AGM shall be to vote for Elected Officers and to vote on any proposed amendments to the Constitution and/or Bylaws, properly presented. Such amendments, if passed, become incorporated immediately.

Article VIII. The Order of Business

The order of business shall be determined by an agenda, prepared by the President, and published along with the meeting notice and distributed to the membership at least seven (7) days prior to any regularly scheduled membership meeting.



Constitution

Southern California Soccer Referees Association – Ventura Chapter

Article IX. ARTICLE IX: Liability

This Association shall not assume, nor be liable for:

- (1) Any debts or financial obligations, implied or incurred, either direct or indirect,
- (2) Injuries or damages, caused by the actions of any member of this Association or caused by any other member of an associated organization.



Bylaws

Southern California Soccer Referees Association – Ventura Chapter

Article I. Vacancies

The President shall appoint a member in Good Standing to fill any vacancy on the BOD until the next AGM at which time the membership shall vote to fill the vacancy for the remaining unexpired term. The recommended order of succession shall be the same as the order of precedence per Article IV, (B), (2) of the Constitution.

Article II. Referee Standards Committee

Shall be a permanent committee, charged and empowered as follows:

- A The Chairman shall appoint a maximum of four (4) members who are in Good Standing and are approved by a majority vote of the BOD. Any of these members, who lose his/her Good Standing, shall be replaced by the Chairman.
- B The Committee shall:
 - 1. Set criteria for membership;
 - 2. Within seven (7) days of receipt, investigate written inquiries involving the conduct of members (as defined in By-Laws Article 4 (A) below) from the Assignor, a member in Good Standing, appropriate contracted League officials or Tournament Directors,
 - 3. Recommend fines (“administrative” infraction) and/or penalties (“conduct” infraction) to the BOD [said fines and/or penalties shall not exceed the referee fee for the scheduled assignment or thirty (\$30.00) dollars, whichever is greater] (see also By-Laws Article III (F)); and forward the recommendation to the BOD for ratification of all fines and penalties subject to the members right to appeal the fine or penalty to the BOD;
 - 4. Recommend the suspension or termination of membership in the Association for serious infractions of conduct as defined in the Constitution and Bylaws of the Association to include published policies of the Association, the USSF Laws of the Game, or the USSF Code of Ethics; subject to ratification by the BOD prior to implementation and subject to the suspended or terminated member’s right to appeal [governed by Bylaws Article III (d)] to the BOD and/or the USSF as appropriate;
 - 5. Within fourteen (14) days after determination, the BOD shall communicate their decision, in writing, to the affected member(s) and/or to any contracted League officials or Tournament Directors that filed the inquiry; and
 - 6. The BOD shall direct the Assignor and the Treasurer to collect any fines or penalties.

Article III. Membership

- A Membership shall be open to anyone interested in soccer and soccer officiating. An application, with membership fee, shall be submitted to the Second Vice-President for processing and is subject to approval by the BOD.
- B The annual renewal membership fee shall be paid by March 31st of each year. The amount shall be determined at the immediately preceding AGM.
- C Members who have not attained their eighteenth (18th) birthday by March 31st of the current year shall pay a reduced annual renewal membership fee as determined by the members at the immediately preceding AGM.
- D The BOD may designate any person as an Honorary Member. Such person(s) shall not be required to pay the annual membership fee.



Bylaws

Southern California Soccer Referees Association – Ventura Chapter

- E "Good Standing" shall be defined as having one's application processed by the Second Vice-President, subject to approval by the BOD, having paid one's annual renewal membership fee, having paid all fines or penalties, and, having not been suspended or terminated from membership.
- F Only members in Good Standing are eligible to run for Elected Office or to be selected for an Appointed Office.
- G The Association's year shall run from March 1st to the last day of February of the following calendar year. The term of office for President, Second Vice-President, Secretary, and Standards Chairman shall be for two (2) years, starting in odd numbered years. The term of office for First Vice – President, Treasurer and Director of Member Development shall be for two (2) years starting in even numbered years.
- H All members in Good Standing shall have one (1) vote for matters brought to a vote at the regularly scheduled membership meetings and the AGM..
- I All Elected Officers shall have one (1) vote for matters brought to a vote at BOD meetings.

Article IV. Conduct

- A All members shall conduct themselves according to the Association's Constitution and Bylaws, and the USSF Laws of the Game and Code of Ethics, published policies of the Association, on and off the field, before, during and after any soccer match he/she officiates or attends.
- B In the event any member who (1) violates the article of conduct, as defined in A above, by defaming any other member, creating a breach of good faith, or acting in any other unsporting manner or (2) reports to an assignment under the influence of illegal drugs or intoxicants of any kind shall be dealt with as deemed necessary by the Referee Standards Committee to include fines, penalties, suspension, and/or termination of the privilege of membership in this Association.
- C Any member in Good Standing wishing to file a complaint regarding referee conduct may do so in writing to any member of the BOD, with a copy to the Chairperson of the Referee Standards Committee, or directly to the Chairperson of the Referee Standards Committee. Complaints regarding game assignments may be made to the Assignor or the Assessor.
- D A recommendation rendered by the Referee Standards Committee shall be final, subject to the BOD's ratification and subject to the member's right to appeal the decision to the BOD, in writing, within seven (7) calendar days of notice of ratification. The member shall remain in Good Standing pending such action pending appeal to the BOD.
- E Notice shall be deemed given by the BOD upon deposit in the United States Postal Service, by first class mail, to the home address provided to the Association by the member or to such other address as requested by the member upon the filing of an appeal or other action. Notice shall be



Bylaws

Southern California Soccer Referees Association – Ventura Chapter

deemed given by the member upon deposit in the United States Postal Service, by first class mail, to the home address of the BOD member or the Assignor.

- F Every member shall make a good faith effort to attend all regularly scheduled membership meetings or communicate the reason for absence to a BOD member beforehand.
- G Any member not appearing for an accepted scheduled assignment may be fined, penalized, suspended and/or terminated per recommendation of the Referee Standards Committee.
- H Each member shall keep a personal record of all games officiated, which personal record may be compared with the Assignor's record to ensure accuracy?
- I Match report forms issued by each League Assignor or Tournament Director shall be legibly completed and signed in a legible hand and submitted to the designated authority no longer than within twenty four (24) hours after a match. The Referee Standards Committee may levy a fine and/or penalty for any failure to comply with this procedure.
- J The official uniform shall be as specified by USSF, shall be neat and in good repair, and shall be worn for all assignments. Members are asked to use common sense about dressing for occasions of extreme weather.
- K A member who holds USSF certification shall wear the USSF emblem of proper rank. All other members shall wear the emblem of the Association. The emblem shall be positioned as shown in the USSF "Laws of the Game" book.

Article V. Meetings

- A The BOD shall meet when deemed necessary by the President or other Elected Officer serving as the President Pro Tem.
- B Regularly scheduled membership meetings shall be held monthly. The purpose of the meetings shall be to conduct the business of the Association and to provide on-going training to the members.
- C Minutes of the previous regularly scheduled membership meeting shall be read. In addition to the reading of the minutes, a summary of the business by the BOD since the previous meeting shall also be presented.
- D The President, in the preparation of the agenda, shall give first priority to any item of business submitted to the Association Secretary at least five (5) days prior to the publishing of the agenda and co-signed by at least two (2) members in Good Standing.

Article VI. Game Assignments

- A Game Assignments shall be based upon a fair share of assignments available, subject to the following:



Bylaws

Southern California Soccer Referees Association – Ventura Chapter

1. Individual member's USSF certification and rank,
 2. Individual member's assessment by the Association Assessor,
 3. Individual member's attendance at regularly scheduled membership meetings and the AGM,
 4. Individual member's availability as stated to the Assignor, and
 5. Individual member's payment of all undisputed membership fees, fines, and/or penalties.
- B All assignments must be accepted or declined by the member within twenty four (24) hours from receipt of assignment. Declined assignments may result in a fine if the member has indicated their availability and then chooses to decline on a regular basis. A member, after accepting the assignment, who cannot fulfill the assignment, must communicate to the Assignor his/her inability to do so. If the assignment is to occur within twenty four (24) hours, the member must speak directly with the Assignor to ensure the Assignor knows that he/she will not be fulfilling the assignment.