

**Chautauqua Cattaraugus
Soccer Officials
Policies & Procedures**

(ver. August 25, 2021)

Article 1
Policies & Procedures

- Section 1: The Chautauqua Cattaraugus Soccer Officials, Inc. (CCSOI) will maintain these “Policies & Procedures” and these procedures will act as a common set of guidelines across the organization.
- Section 2: Any member of CCSOI may request an amendment to the Policy & Procedures
- Section 3: To be adopted as a “Policy & Procedure” for CCSOI, it must be approved by a majority vote of the full membership.

Article 2
Membership

- Section 1: Varsity Members shall include those members who successfully complete the examination requirements, adhere to the Bylaws, and pay such dues as specified by the Association. They shall score at least an 85% on the NFHS rules examination. And, they shall have served in good standing in the Association for a minimum of three years.
- Section 2: Non-Varsity Members shall include those members who successfully complete the examination requirements, adhere to the Association’s Bylaws, and pay such dues as specified by the Association. They shall score at least a 75% on the NFHS rules examination.
- a. Non-Varsity Members seeking upgrade to Varsity Member status must meet the requirements of a Varsity Member in the year they wish to upgrade. Those members seeking upgrade shall notify the President and respective county Vice President in writing at or before the annual Rules Interpretation Meeting of their intent to do so. The President or his designee shall review the request and determine if the member meets the requirements of a Varsity Member. If the member is eligible for upgrade, the President or his designee will notify the member in writing that their upgrade has been approved pending completion of an upgrade assessment as outlined in Article 6. If the member does not meet the requirements, the President or his designee shall notify the member in writing of the remaining requirements necessary for upgrading to Varsity Member status.

- Section 3: A referee who is a member in good standing of New York State Certified Officials of Soccer, Inc. (NYSCOS) may become a Dual Member Referee of CCSOI, if he or she is a member in good standing of an approved board.
- a. The Dual Member must be in compliance with the eligibility, training and other requirements of New York State Public High School Athletic Association (NYSPHSAA) for sports officials including the “Five Point Plan.”
 - b. The dues for Dual Members will be determined by the Executive Committee and as approved by a membership vote.
 - c. The Dual Member must adhere to all requirements and policies of CCSOI.

Article 3

Assigning of Games

- Section 1: All officials shall submit the dates that they will not be available to officiate a game on their Arbiter account.
- Section 2: The Assignors for Chautauqua and Cattaraugus County assign the games for the season. The game assignor(s) shall assign eligible members, according to qualifications, to all games in Chautauqua and Cattaraugus County that are under CCSOI’s authority. The assignor(s) are selected by the Chautauqua Cattaraugus Athletic Association (CCAA) Executive Director. The Assignors shall follow all published policies and procedures as outlined in this document and Section VI Contract/Policy.
- Section 3: Non-Varsity officials are not to be assigned varsity games.
- Section 4: Officials are ranked by Section VI for guidance to the assignor.
- Section 5: Assignor fees shall be paid by each official no later than the Interpretation meeting. Assignor fees will be determined annually by the Executive Committee and approved by the membership.

Article 4
Working Games

- Section 1: No member shall work with an uncertified person in any game.
- Section 2: If an official is unable to fulfill an assignment, the assignor should be contacted immediately. If an official misses an assignment for an invalid reason, a full contest fee will be assessed and collected by the official's board. The validity will be determined jointly by the Section Executive Director and assignor of the game. The fee must be received by the Treasurer within seven days of the missed assignment for an invalid reason or the official will become a member not in good standing.. Personal illness or injury to official or immediate family and unavoidable work related responsibilities are examples of valid reasons.
- Section 3: The Lead Official (listed first on ArbiterSports) must report game scores (including any cards and game report) immediately following the game (or no later than 9 pm for afternoon games) using the approved reporting system (currently ArbiterSports.com).
- Section 4: All members shall abide by state ruling in regards to official uniform. Fines will be assessed for non-compliance of uniform regulations, by the Executive Committee. Members are to wear the NFHS approved referee uniform.
- Section 5: No member, without the consent and approval of the Executive Committee, shall solicit games or communicate with coaches, managers, schools, leagues, or tournaments for personal gain.
- Section 6: Members who are designated as the Lead Official shall contact their partner at a minimum 24 hours prior to the scheduled game to discuss arrival time, meeting location, uniform color, and any other pertinent game information. This may be accomplished by phone call, text message, e-mail, or any other form of communication. Officials shall acknowledge receipt of message. Officials who are unable to communicate with their partner shall notify the Assignor.

Article 5
Grievance Procedure

- Section 1: If an official has a grievance, the following procedure shall be followed.

- a. Contact the President to discuss the problem. If the solution is not satisfactory:
- b. Within 10 days, request in writing a hearing from the Executive Committee. It is the official's responsibility to gather all pertinent documents and/or other evidence and submit these materials to the Executive Committee.
- c. The Executive Committee will convene within 10 days of the written request. The official will be notified of the Executive Committee's decision within one month of receipt of materials.

Article 6

Disciplinary Action, Procedures & Appeals

Section 1: Written complaints regarding a fellow official shall be submitted to the President within 5 days following the contest or incident.

- a. The official shall be informed of the complaint by telephone or mail by the President within two days.
- b. The official shall be allowed to make a written or oral presentation to the President within two days.
- c. The Executive Committee will take action within 10 days of receipt of the notice original complaint.
- d. The official in question shall receive written notification by mail from the Executive Committee regarding the Executive Committee's action. The official shall have 7 days to respond after receipt of the notice.

Section 2: a. The official shall be allowed to make a written or oral response to a Review Committee, which will be appointed by the President.

- b. The Review Committee shall be comprised of the President, two members of the Executive Committee, and two active members. They shall review the official's response and recommend whether further Executive Committee action is necessary. (If the President is involved in any way, the Vice-President shall choose an alternate official).
- c. The official shall be notified by certified mail within 10 days of their decision.

- d. A two-thirds (2/3) vote of the Executive Committee is required to rescind the rating.
- e. Length of revocation shall be one year from the date of the Executive Committee's decision.
- f. If the rating is revoked, the official may not apply for reinstatement or re-examination during the revocation period.

Article 7

Assessment of Officials

- Section 1: The purpose of the assessment program is to improve the skill level of all officials to provide the most competent officials to officiate matches in our region. Additionally, the assessment program is used to gather information used to improve training of all officials
- Section 2: The President shall designate members annually with approval of the Executive Committee to serve as Assessors. Assessors shall be Varsity members in good standing with the association for at least 3 years and shall be selected based on their qualifications and experience in the assessment of officials. The official being assessed will pay their game fee for the upgrade to the assessor.
- Section 3: There shall be two forms of assessment: Developmental Assessment and Upgrade Assessment
- Developmental Assessment: Any member can request a Developmental Assessment by contacting the President who shall designate an Assessor to observe the referee during a scheduled game. A Developmental Assessment may also be directed by the Executive Committee as the result of a Disciplinary Action or Complaint against a member. The Assessor shall evaluate the referee's performance during the game and provide the referee with clear and concise feedback after the game in accordance with Section 4. The Assessor will document a brief outline, using the provided assessment form, of two or three positive actions the referee took and two or three areas where the referee can improve their performance in the future. The Assessor should debrief with the member in a private location away from the field. The debrief should not be more than 15 minutes and should only cover significant issues.

- Upgrade Assessment: The Upgrade Assessment shall be requested by the President or his designee for any member who has been approved for upgrade to Varsity Member status. The President shall designate an Assessor to observe the referee during a scheduled game. The Assessor shall evaluate the referee's performance during the game using the same standards and procedures as a Developmental Assessment. At the conclusion of the Upgrade Assessment, the Assessor shall forward the Assessment to the President who will review the Assessment and make a recommendation to the Executive Committee for approval or disapproval. If the Executive Committee approves the assessment, the President or his designee shall inform the member in writing that the upgrade has been approved and they have been upgraded to Varsity Member status. If the Executive Committee disapproves the assessment, the President or his designee will notify the member in writing, detailing the reasoning for the disapproval. In case of disapproval, the member will be required to complete another Upgrade Assessment

Section 4: Assessors shall grade referees based on the following observations:

- Outstanding: The referee showed exceptional technical and management skills in a match which was a major test of his/her abilities. Standard of control and rule application must be of the highest standard with all key match incidents judged correctly. Disciplinary control must be consistent, credible, and wholly correct. All technical supporting areas, including advantage application, teamwork, work rate, and positioning must be of the highest quality. A very rare performance for the level of game assigned. The match should have represented a difficult to very difficult challenge for the referee.
- Very Good: The referee demonstrated a high level of skill in controlling a match which is a demanding test of his/her refereeing ability. Standard of control and rule application must be above normal with key match incidents judged correctly. Player management, disciplinary control and other technical areas should be of the highest standard. No corrective advice on match control or law application will be required but very minor aspects of decision-making accuracy might be questioned, or minor technical advice may be offered. The referee should have been challenged with solving or preventing at least one difficult decision. The match should have represented a difficult challenge for the referee.
- Acceptable: The referee demonstrated his/her ability to control a competitive match; a standard performance where the standard of

control and rule application should be credible. A referee who has performed well overall but who has made a key error that did not affect the outcome of the game, may fit this category. Player management, disciplinary control and technical requirements should be of good standard but some advice and/or area(s) for improvement will be covered.

- Not Acceptable: The referee is inconsistent in his/her decision-making and dealing with players or fails to deal correctly with major incidents. Performance was below expectation. This may be the result of an error on key match incidents affecting the outcome of the match or where application of the rules and/or control require corrective action. It may also reflect other technical abilities generally not matching the standard expectation. Alternatively, there are multiple errors in accuracy of decision-making with inconsistent rule application. Control or level of involvement may not have matched the temperature of the game and there may be significant technical deficiencies that will require utmost attention for the future. Multiple errors affecting the outcome of the match may have weakened performance credibility. Clear advice and/or areas for improvement will be required in the report. The match was made difficult because of the referees' performance.

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August 30, 2021 - new document approved by membership