



SOUTH BAY SOCCER REFEREE ASSOCIATION GUIDELINES

Updated July 2022 / Reviewed 2024

Introduction This document serves as a ready reference source of information on the workings of the South Bay Soccer Referee Association (SBSRA), which consists of a group of independent contractor referees. The Guidelines provide required information to both new members and existing members so the Association, through its members, can provide our customers with the best service possible.

JOINING SBSRA

How to join If you are a soccer referee and you wish to join SBSRA and you are currently USSF certified, Live Scan-approved, and would like to join our dedicated group, you need to complete the following steps utilizing the tools on our website

Submit a new membership application

Pay your new member dues

Provide a completed W9 (<https://www.irs.gov/pub/irs-pdf/fw9.pdf>) to the Treasurer at treasurer@ssbra.org

Alternatively, meet us as a guest at our next [general membership meeting](#), which is held on the last Tuesday of every month at North High School in Torrance. The SBSRA Board would be happy to help you understand and guide you through the process. Contact a [Board Member directly](#).

How to submit a new member application Applications for membership should be completed online at <https://sbsra.org/association/nma/>. If you experience any difficulty, please contact the SBSRA Secretary.

What happens next Each application is promptly evaluated, references verified, and then voted on by the association's Board of Directors. The prospective new member will be notified of the Board's decision by the Secretary. In the event you are not immediately accepted for membership, your new member fees will be returned with an explanation and recommended actions to improve your chances of being accepted the next time you apply.

MEMBERSHIP DUES

Annual dues are set by the Board of Directors.



New members Current dues for new members are \$130 payable upon application to join the Association. Of this amount, \$40 is a new member administrative fee which is used for items like new member orientation/training class, assessment/evaluations, and other expenses related to onboarding new members. To remain in good standing, new members must attend training and assessments as scheduled by the BOD. The BOD will determine the appropriate action to address any member who fails to complete training and assessment requirements, promptly.

Returning members The current Annual dues are \$90 for returning members. A Returning Member is a member returning to the association in consecutive years or who has not been away from the association for more than five years. A Returning Member Application needs to be submitted to the Board each year by July 31. The Board will review all Returning Member Applications for continuing membership each year. A referee returning after being away for more than five years is considered a new member. Any unpaid membership or other fees will be added to the current membership dues at renewal for the member to regain good standing status.

Dues adjustments Those joining the Association from January through June of each year will have their dues adjusted based on when their membership is approved. The membership fees for these referees will be one-half the current membership fees for referees who join from January through March and one-quarter of the current membership fees for referees who join after March. This will align these membership fees with the Association's annual dues schedule. There is no adjustment for the training and assessment portion of the new membership dues. There are no dues adjustments for Youth Referees. Other adjustments may be made as deemed appropriate by the Board, on a case-by-case basis.

When payable Dues are payable each year by **June 1** for the following season. There is a **one-month** grace period for payment. Members whose dues are delinquent after the grace period will be dropped from the membership roster and will not receive match assignments. The SBSRA Treasurer may deduct annual dues from tournaments or other match fees payable to members by SBSRA starting in May of each year unless notified not to do so by a member. Late payment of annual dues after July 31 will result in a late payment penalty of \$20.

Waiver of dues The BOD may approve a New Member Incentive (NMI) plan waiver of dues for a member who recruited a new paying member in the previous year. A Member can only "bank" two years of NMI waivers, e.g., in Feb of 2024 a member can only "bank" NMIs waivers for the 2024-2025 and 2024-2025 membership years. Other waivers may be made as deemed appropriate by the Board. The NMI waiver only applies after the new member has paid for a full membership year of dues.

MEMBERSHIP ROSTER

What is the roster The roster is a list of the names, addresses, and phone numbers of all members, and is updated by each member in the Arbiter system. Members are required to include all of their required information including Address, Mobile Phone Number, Email, Current Photograph, etc., and click on the "Public" button to be eligible for game



assignments. "Public" allows other members to be able to see each other's information but is not visible to anyone else.

Confidentiality The roster is **confidential** and may be used only in connection with Association business. It may not be distributed outside SBSRA without **prior** written permission of the Board.

Availability A current copy of the roster may be obtained from sbsra.org. Upon request, the Secretary or Member at Large will be glad to help anyone having trouble accessing the roster. The Board strongly encourages each member to keep an up-to-date copy of the roster on hand to facilitate direct contact between members for team coordination, carpooling to matches, field directions, and late arrival situations.

BY-LAWS

What and how The Bylaws of the Association contain the rules and regulations governing the Association, its purposes, its makeup, meeting frequency, members' code of conduct, uniform requirements, and general operating procedures. The Bylaws include a provision for making changes to its contents several times a year.

Availability A copy of the current Bylaws may be obtained from our website at <https://sbsra.org/current-bylaws>. The Secretary or Member at Large can help anyone having trouble accessing the bylaws.

BOARD OF DIRECTORS

Elected Officers Officers are elected by the General Membership for two-year terms. The Current Board of Directors is listed at <https://sbsra.org/association/bod/>

Appointed Board Members. Appointed by the Elected Officers and ratified by the General Membership for one-year terms and are listed at <https://sbsra.org/association/bod/>

BOARD OF DIRECTORS SUPPORT (NOT BOARD POSITIONS)

Webmaster: **Rick Roberts** (web@ssbra.org)

Co-Assignor (Back-up Lead Assignor and assigns matches as directed by Lead Assignor):
Veto Galati (co.assignor@ssbra.org) Currently assigning weeknight matches.

Alternate Assignors (available as Assignors in situations as requested by the Lead Assignor or the Board):

Chris Nevil member.at.large@ssbra.org

Steve Morgan vp@ssbra.org

MEETINGS

General Membership Meetings (GMM) The general membership of the Association meets approximately 10 times a year at North High School, Torrance on 182nd Street near Yukon, usually in the cafeteria.

Schedule Meetings are held on the last Tuesday of each month (or a date determined by the President) starting at 7:30 pm. There is no meeting in December.



Meeting agendas and minutes are published in the Flag and Whistle, the Association's monthly newsletter. Current and past editions of the Flag and Whistle newsletter are available at <https://sbsra.org/flag-and-whistle/>.

Annual General Meeting (AGM) The AGM is held in June (usually at a site other than North High School) to fill vacant/appointed offices due to officers leaving their position before their terms end and those offices that become vacant at the end of the two-year term as outlined above and in section IX ANNUAL GENERAL MEETING of the SBSRA Bylaws. Properly proposed Bylaw changes are also voted on by the members at the AGM. Following the AGM a social is normally hosted by the Association.

Nominations and bylaw change Candidates may be nominated during the May or June general membership meetings. Proposed changes to the Bylaws must be brought in writing and given to the BOD as specified in the Bylaws, with certain exceptions approved by the President.

Board meetings The Board of Directors meets regularly (approximately once per month), and as requested by the President, to conduct the business of the Association.

AVAILABILITY AND MATCH ASSIGNMENTS

Sexual Harassment and Concussion Policies By providing availability to work SBSRA assigned matches, each referee confirms that she/he has read and understands the SBSRA policies regarding Sexual Harassment and Concussion as listed at sbsra.org/association/policies.

Games Assignments Assignments are based on the availability of referees, the ranking of each referee, and the competition level of each match to enable the referee and Association to provide the best possible service to the customer. The Assignor, working with the Board, may also use other factors in determining assignments. This includes assigning more experienced referees with new referees to assist with referee mentoring and training.

Note: Membership does not guarantee match assignments. To receive assignments, Members must be current with their dues, and be on the current year's Cal South Registered Officials List (ROL), as verified by the Assignor, provide proper availability (via blocks in Arbiter), and be a member in good standing, etc. The Board reserves the right to grant exceptions to the above policy.

Requests for availability (via Arbiter Blocks) Before new assignments are made, the Assignor may send out a reminder email to all members reminding them to check and update their blocks. These blocks remain in the system even after the Assignor begins to assign matches. The Assignors may also receive last-minute requests to provide officials, so it is very important to update your blocks as soon as possible whenever your availability changes.

Referee availability Each week, the Assignor utilizes the availability provided by each member based on the "Blocks" (days, times, travel distance, etc.) entered by the member. In special cases, members may also contact the Assignor by email or telephone to communicate any special requests or problems regarding their availability for the week.



Note: Each referee needs to make every effort to ensure that the availability provided to the Assignor via Blocks in Arbiter is as accurate as possible. While the Association understands that individual referee's schedules and commitments may unexpectedly change, referees who tend to decline or not accept assignments that match their provided availability will be moved down on the assignment list to improve the reliability of the weekly assignments and assist the Assignor with providing the best possible service to the Association's clients.

Re-Assigning fee To reduce the number of Declined Assignments, Turned-Back Assignments, and Expired Assignments a "re-assigning fee" may be assessed for any declined assignments, or turned-back assignments, and expired assignments. This is similar to the fee assessed for a referee no-show and a service failure. Reduced turnbacks will benefit both the assigning process and other members by reducing the number of re-assignments and the negative effect on members when their accepted assignments must be changed to properly re-assign the declined, turned back or expired assignments.

Members who, after being assigned matches for dates and times for which the member showed availability in Arbiter, either decline, turn back, or let assignments expire may be assessed a "re-assigning" fee of \$5.00 per assignment, which is payable to the Assignor.

Payment to the Assignor by the member shall be made by the next general membership meeting. Failure to pay the fee may impact the member's assignments. Members may request an exception of the fee in writing for extraordinary causes by emailing the Member-At-Large (MAL). The Elected Board of Directors shall rule on the request at the next regularly scheduled board meeting. The MAL will communicate the Board's decision to the member. The Board's decision is final.

Presumption of availability The Assignor will presume that any member not blocking availability is available. It is each member's responsibility to acknowledge receipt of assignments (see procedure below) and to keep his/ her availability status current by updating Blocks in Arbiter.

Receipt of assignments Referees receive assignment notifications via automated emails from the Arbiter system. The games, date and times, competition level, site, teams, and names of the other referees in the team are also shown in the Arbiter system. Spring league matches are assigned in the same manner. The site details where the games are scheduled to be played may be obtained by clicking on the name of the site in Arbiter and directions to the site may be obtained by clicking on the site address.

Accepting assignments To accept (or decline) an assignment, the member clicks on the "Accept" or "Decline" button in the Arbiter system on the "Schedule" page. Members must accept or decline an assignment as soon as possible and matches not accepted by the "Accept By" date, stated for each assignment in the Arbiter system, are subject to reassignment at that time. These deadlines enable the Association to properly service our customers.

Allowing assignments to elapse is not acceptable as members are expected to be available for matches assigned to them based on their availability, as identified by the Blocks they set up in the Arbiter system.



In the event of emergencies, the Assignor must be contacted by telephone or text message at (213) 220-3580. It is the responsibility of the referee to make positive contact with the assignor, or the co-Assignor if the Assignor cannot be reached at (310) 897-3660. Just leaving a message or a text does not relieve the referee's responsibility to cover the match. A communication from the Assignor to inform the referee that the game(s) have been assigned to another referee completes the process to ensure that we do not risk experiencing a service failure.

Failure to confirm Failure to promptly accept one's assignments by the deadline provided by the system may lead to the reassignment of matches without notice. Reassignments are required to ensure all the Association's customer matches are properly covered. Any Member giving back a confirmed assignment less than 12 hours before the start of the first match of the set must make confirmed contact with the Assignor via telephone or email. Failure to confirm assignments, or turned back assignments, may result in penalties and fines to the referee like those assessed for a no-show event and service failure, as outlined in the "Referee Availability" section above.

Confirming coverage for single-referee assignments For all single-referee match assignments, the referee is required to phone the SBSRA hotline (**310-955-9905**), at least 1 hour, but no earlier than 4 hours, before the match start time to confirm that the referee will be covering his/her assignments. If the single referee fails to call at least 1 hour before the match start time, the Assignor may begin to locate a replacement referee. If a replacement referee is sent to the field, the replacement referee will receive the match fees regardless of who referees the match in question. If the original referee who failed to call in, shows up on the field and starts the match before the replacement referee gets to the field, the original referee shall complete the match but will not receive the match fees. Once a referee starts a match, he or she shall complete it. If both the original and replacement referees are on the field before the match starts the replacement referee shall work the match. There shall be no disagreements between the referees, the replacement referee shall yield to the originally assigned referee if there are any differences in opinion as to who shall referee the match. The replacement referee shall contact the Member at Large to report any issues.

Failure to honor match assignments Not showing up at an assigned match, after accepting that assignment, is considered a serious breach of conduct by SBSRA since it results in the Association not meeting commitments to our customers. Such poor performance reflects on the Association and its membership as a whole and may affect whether SBSRA receives future assignments from the league or tournament organizers.

Note: In cases where there are multiple, consecutive matches being played at the same field, the Association requests that the referee teams assigned to the earlier game at that field do not leave the field until they have confirmed that the next set of referees has arrived. In the rare case of a missing referee(s), the Association requests the referee(s) stay to cover that match. If they cannot cover for a missing referee, the Association requests they immediately notify the Assignor that a match is uncovered. If the referee(s) can cover the match and the originally assigned referee shows up after the match has started, the Replacement Referee(s) shall complete the match. The originally assigned Referee(s) shall stay to work the next match if they were scheduled for multiple matches.



Sanctions for late or no-shows Fines or suspensions may be levied by the Board in cases of lateness and/or no-shows, subject to appeal by the sanctioned member per the Bylaws.

Rankings The ranking process is led by the VP. Rankings are updated at least once a year but can be updated/adjusted throughout the year to ensure they are as accurate as possible. Rankings are based on various factors, such as badge level, fitness, match management, experience and knowledge of the Laws, dependability, membership conduct, meeting attendance, participation in RPDs, and being in good standing in the Association.

Each year, the VP selects three board members and at least three general membership members to serve on the rankings committee. Both the board and general member committee members shall be rotated each year so there is at least one new board member and one new general member on the committee each year. Except for the VP, all efforts should be made to ensure no member serves on the ranking committee for more than two years in a row and any member must be off the committee for at least one year before being selected to be on the committee again. This results in the ranking committee membership changing every year, contributing to a variety of perspectives and inputs, and rankings that contain less bias by the same committee members year after year.

Once the rankings are completed, they are presented to the entire Board for review. The Board reviews the changes in the membership ranking from year to year to ensure consistency in the process and to provide feedback or questions about any specific change in a member's ranking or about a new member who may have been ranked for the first time. The ranking committee utilizes the Board's feedback to determine if any further action should be taken. This could include obtaining additional information on the member in question, requesting an assessment, or talking to the member in question about her/his rankings. Once the rankings are finalized, they are provided to the Assignor for use in the assigning process.

Members may request their ranking at any time from the VP and the rankings may be discussed with the VP, Director of Mentoring/Assessment, and/or Member at Large on an individual basis at the request of the member. These discussions only involve information about the specific member's rankings and will include feedback on how that member can improve his/her ranking. Throughout the year the rankings will be updated to include new members, assessments, and feedback on members' performances on the pitch.

LEAGUES SERVICED BY SBSRA

The Association currently serves several soccer leagues **listed at <https://sbsra.org/competitions>**

Note: Members must be 21 years old or older to work as the Referee for adult matches (e.g., 7 v 7, J-League, PSL, and any adult tournament). Exceptions may be granted by the Board.

REFEREE RESPONSIBILITIES AND DUTIES

Arrival at matches All referees are required to arrive at their assigned field at least **30 minutes** before their first match, or earlier if required by the league/tournament, to allow sufficient time for pre-match coordination, formalities, and field inspection. Pre-game and



post-match tasks and paperwork are an important part of the referee's duties and are to be carried out professionally and as required by the rules of the particular competition.

Every referee crew member is required to carry their mobile phones up to the start of their first game or until all crew members have arrived at the field, whichever occurs first. If a crew member anticipates arriving at a match less than 30 minutes before kick-off, it is her/his responsibility to contact (by telephone or text message) the other members of his or her crew to let them know when he/she expects to arrive. If this crew member is aware that he or she cannot make it to the field before kickoff, he or she also must contact the Assignor. In addition, if a member of a crew you are assigned to has not arrived at the field 30 minutes before the match, and there have been no advanced communications, the crew members at the field are responsible to contact the missing crew member. If the missing crew member cannot be contacted and is still missing within fifteen (15) minutes of kick-off, the crew members at the field are required to call and/or text the Assignor for that game. If the Assignor cannot be reached or does not respond, the crew members should then call and/or text the backup assignors, and/or Board members to ask for help obtaining a replacement official.

Messages must be left if the call is not answered. While this protocol is required in every instance of a no-show member, it is especially important to do so when the game is part of a set of multiple matches. Delivering quality referee crews in the quantity requested by our clients is SBSRA's core business. We all must act as a team to avoid service failures. Members that do not comply with the above procedure are subject to disciplinary action, including possible fines or suspensions.

Team check-in Referees, where specified by the league/tournament rules, collect the player/official rosters for each team **from the home team or each team, depending on that league/tournament's rules**. The referee also collects the match fees from each team (in cash, for most games we do, or paid by the Association at a later time as described on the SBSRA Web site "Competitions" page) plus the ID cards for the players and coaches. The referees check in the home team by matching each player's and coach's ID cards to the match roster, checking off each player and coach. This roster then becomes the official match roster. Players not expected to be present must be crossed out. The referees then repeat the process with the visiting team.

During, and only during, the team check-in, if asked, referees shall show a Coach or a Team Official their Cal South Photo ID cards as proof of referee certification. If at the start or during the match the Coach(es) for whom the referee is holding their cards leave the area for any reason, and there isn't an assistant coach or other team officials with the appropriate ID card, the match must be **immediately suspended and then terminated if the Coach does not return to the area**. The referee shall prepare a match report and submit it to the SBSRA Member At Large as soon as possible.

End of match paperwork After the match, the referee must fill in the score and any necessary comments on the match rosters, including red and yellow cards issued, and sign all three copies. The referee must have the coaches or team official sign the official match roster and give each team one of the rosters along with their team's ID cards **except** those of any



individuals involved in violent conduct or physical assault on a referee, following current league policy. If required by the league, the official match roster is then mailed to the league by the referee along with any confiscated ID cards. For certain leagues, there may be a requirement to complete this process online, instead of paperwork at the field.

USSF match reports Referees have the responsibility to issue red cards when they are “earned” by the players, coaches, and spectators. The bottom line is that if you do not issue red cards when required or complete the required paperwork after issuing a red card, you are not completing the requirements of a referee nor the SBSRA requirements.

As the referee, it is a requirement that you fill out a Referee Report which is available as a fillable PDF at <https://sbsra.org/match-report>, and send it to our Member-at-Large within 24 hours of issuing any red card (send-off) in any of your matches, any time there is a serious injury or any time you terminate a match. Referees are required to know the specific requirements of the league/tournament for “pulling”/ confiscating a player or coach ID card.

Referees are encouraged not to engage in after-match conversations with players, coaches, or spectators as these conversations often start as, or turn into, arguments or debates.

If a Coach or Team Official requests information about a referee after a match, the referee should provide the Coach or Team Official with the last four digits of his or her USSF ID. Do not use or show your Cal South Photo ID card at any time except before the match, or during the team check-in. Referees shall inform the SBSRA MAL of any issues that have arisen before, during, or after a match.

Match ball Unless otherwise indicated by league or tournament rules, the home team must supply the match ball (and any backups) and has a choice of sidelines. Kickoff is determined by standard FIFA coin flip unless otherwise specified by the league/tournament.

Laws of the Game IFAB Laws of the Game with certain minor exceptions having to do with substitutions and duration of matches are utilized for most of the games we officiate. League handbooks or tournament rules are the final authority for match procedures.

Tournaments SBSRA is frequently invited to officiate at tournaments of CalSouth at more distant locations, such as Bakersfield, Lancaster, Moorpark, SilverLakes, Capistrano, etc. SBSRA also officiates at other tournaments for various organizations from time to time.

GAME FEES

Fee schedule The current fee schedule for officiating matches in the various age groups and leagues is available at <https://sbsra.org/game-fees> and is updated regularly. Note that some youth tournaments pay at the standard rate, while others have other rates. SBSRA referees may be paid directly on the fields before each match or indirectly by SBSRA, in which case the Treasurer makes payment to individual members at a later time.

Tournament fees Referee fees for tournaments are negotiated on a tournament-by-tournament basis. To ensure SBSRA members are paid a fair fee for the work they perform during tournaments, the Board reviews all tournaments it is invited to support, and generally will not accept any tournament where the referee fees are below \$1.50 per minute.



Exceptions may be made for tournaments with full-length upper division matches, which are highly desirable games to officiate

REGISTRATION AND CERTIFICATION REQUIREMENTS

USSF Certification USSF registration/certification and badges are obtained by each member through the CYSA-S office and the national headquarters of the USSF. Paperwork and fees go directly to the CYSA-S office. Cross-certifying from AYSO to USSF is allowed. Non-certified members **cannot** referee matches assigned by SBSRA.

Maintaining grade or upgrading There are both annual renewal requirements and upgrading procedures that must be followed. These include USSF (Cal South) and/or SBSRA required training, written and physical fitness tests, and field assessments. **Members are encouraged to upgrade to higher levels**, and SBSRA can assist in this by scheduling assessments, assigning appropriate matches, etc. **At a minimum**, all members **must** keep their certifications current. The SBSRA Board will establish how new members and current members knowledge of the Laws of the Game will be determined. The yearly USSF certification requirement is one example/method. SBSRA members must retain their USSF certification and be listed on the current Cal South Registered Officials List to receive SBSRA assignments,

SafeSport SafeSport training refers to the “Core SafeSport Training” created and offered by the U.S. Center for SafeSport as well as the “Refresher” courses. USSF requires all referees to complete the SafeSport certification online.

LiveScan Completing the LiveScan process (fingerprinting at a certified location, which can be found throughout Los Angeles) is also required for any youth matches. Completing the LiveScan process is the responsibility of each Member. The Board may help by providing advice on LiveScan locations and availability. Members who have not completed the LiveScan requirement **cannot** be assigned youth matches. This does not apply to members under 18 years of age but becomes an immediate requirement upon the member's 18th birthday.

Affiliated matches All USSF-affiliated matches require that referees be USSF-certified and wear the appropriate, current year USSF badge.

Non-affiliated matches Referees officiating matches for leagues not affiliated with USSF (currently, all our leagues except SCDSL, CSL, SCNPL, ENCL, and all Cal South and Cal South-sanctioned tournaments) must wear an SBSRA badge. These badges may be obtained from the Member at Large at no charge.

OTHER IMPORTANT MATTERS

Rainouts Match cancellations due to rain are rare but do happen. In rainy weather, referees may determine if their matches have been canceled or rescheduled by checking their email, the applicable league websites, text messages, contacting the Assignor, or any other source of relevant information. Referees shall assume the match is being played if they do not receive official notification that the match has been canceled. A “no show” by a referee because “it seemed like the match would not be played” is not an acceptable excuse.



Referee attire SBSRA referees must always look and act professionally from the time they arrive at the match location until they leave. The referee's appearance not only reflects on the individual referee but also the Association. Referee teams must wear matching referee shirts in USSF-approved colors and black referee shorts. The referee shirts must be a different color from both teams. Referees may wear the same color as the goalies. To avoid a color conflict, SBSRA referees must always have multiple color shirts with them, a minimum of three colors is recommended. With five official USSF colors available, there is no reason for all members not to be able to meet this requirement. SBSRA does not permit its referees to wear long pants while refereeing matches. Referee uniforms must be in good condition and conformity with the rest of the referee team.

Referees must arrive dressed in proper attire. Since referees often need to change shirts between matches on the field, referees should wear an undershirt or find a more "discreet location" to change their shirts. A cap generally may be worn, but only if it's an all-black, baseball-style cap or visor with no writing or symbols on it of any kind. Additionally, SBSRA referees must abide by all League or Tournament dress codes. Other than time-keeping devices, wearing any jewelry is discouraged.

Referee conduct Referees are required to always conduct themselves professionally at game sites. While levity may be appropriate between referees, care must be taken to refrain from making loud comments, which may be intended to be humorous in nature but reflect poorly on themselves or other referees. Humor can work to diffuse many situations and may be an effective tool for some in certain situations. However, we recommend that referees should generally avoid this technique and instead always maintain a professional disposition. We need to be aware that humor also may offend others within earshot, not just the intended target of the comment. The golden rule here is when in doubt, don't!

Physical fitness As stated in the Association ByLaws, it is the responsibility of all SBSRA referees to maintain their physical fitness and their officiating proficiency so they can referee the matches they are assigned professionally. Referees should not accept a match or a block of matches that may exceed their physical capability. In addition, referees must notify the Assignor of any injuries or conditions that may limit their ability to perform all referee duties professionally. Referees shall not accept or work any matches while they are required to wear a hard cast, slings, or any other temporary medical supports which limit arm or body motions. This does not include standard knee or ankle braces which provide support but do not limit motion.

Parking reimbursement While parking fees are typical referees' business expenses like gas and uniforms, SBSRA will reimburse actual, receipted parking expenses for referees officiating matches assigned by SBSRA when the free parking is not available. This reimbursement will not exceed \$5 per day or \$10 per day if part of a carpool of two or more referees when arriving at the venue. Requests for carpool parking must include the names of the other referees in the carpool.

Requests for reimbursement of parking fees incurred by referees for matches that are paid by check by SBSRA shall be sent to the Treasurer by email, with a copy of the receipt included, within 7 days of the date on the parking ticket. The reimbursement amount for approved



requests will be added to the referee's game fees' check by the Treasurer. Requests for reimbursement for receipted parking where game fees are paid on the field shall be made at the next regular general membership meeting or by email, as described above, to the treasurer if the member cannot attend the meeting. Parking is no longer reimbursable 30 days after the date on the parking receipt for games when referees are paid at the field.