SOUTH BAY SOCCER REFEREE ASSOCIATION GUIDELINES

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Introduction - This document serves as a ready source of information into the workings of the South Bay Soccer Referee Association (SBSRA). The Guidelines provide the required information for both new and existing members, so the Association, through its members, can provide our customers with the best service possible.

Table of Contents

		Page #
I.	Joining SBSRA	2
II.	Membership Categories	3
III.	Membership Dues	4
IV.	Membership Roster	5
V.	Bylaws	6
VI.	Board of Directors	6
VII.	Meetings	6
VIII.	Availability and Match Assignments	7
IX.	Leagues Serviced by SBSRA	11
X.	Referee Responsibilities and Duties	11
XI.	Match Fees	14
XII.	Other Important Matters	14

SOUTH BAY SOCCER REFEREE ASSOCIATION

GUIDELINES

I. JOINING SBSRA

A prerequisite to joining SBSRA is to be a USSF certified referee through registration with Cal South (https://calsouth.com/referee-faq/).

Cal South Registration and USSF Certification - USSF registration/certification and badges are obtained by each individual member through Cal South and USSF. Paperwork and fees are processed through Cal South, including cross-certifying from AYSO to USSF. Current USSF certification is required to referee matches, including non-USSF affiliated matches, assigned by SBSRA.

USSF Certification Grade Maintenance or Upgrading – There are both USSF annual renewal requirements and upgrading procedures that must be followed. These include USSF (Cal South) and/or SBSRA provided 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 has established how new members and current members knowledge of the Laws of the Game will be determined and may be changed as deemed appropriate. The annual USSF certification requirement and resulting inclusion on the current Cal South Registered Officials List (ROL) are the minimum prerequisites to be eligible to receive SBSRA match assignments,

SafeSport - SafeSport training refers to the "Core SafeSport Training" created and offered by the U.S. Center for SafeSport consists of three modules:

1. Sexual Misconduct Awareness Education
2. Mandatory Reporting
3. Emotional & Physical Misconduct

Supplemented by the annual "Refresher" courses offered by the U.S. Center for SafeSport to all individuals who have already taken the Core SafeSport Training. USSF requires all referees to complete the SafeSport certification online. Failure to do so by the required date results in the member's immediate removal from the ROL.

Live Scan - Successfully completing the Live Scan process (fingerprinting at a certified location, which can be found throughout Los Angeles) is also required for initial USSF certification. Completing the Live Scan process is the responsibility of each Member. Members who have not completed the Live Scan requirement cannot be certified by USSF and thus cannot be assigned SBSRA 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 must wear an SBSRA badge. These badges may be obtained from the Member-at-Large (MAL) at no charge.

Submitting a New Member Application - After USSF registration has been completed, i.e., once the applicant's name appears on Cal South's Registered Officials List (ROL), the following steps must be completed on our website:

a. Submit a New Membership Application (https://sbsra.org/association/nma/),
b. Pay new member dues (https://sbsra.org/association/paydues/) and
c. Provide a completed W9 (https://www.irs.gov/pub/irs-pdf/fw9.pdf) to the Treasurer at treasurer@sbsra.com. This is required as all members are independent contractors.

Applications for membership are completed and submitted online at https://sbsra.org/association/nma/. In addition, applicants younger than 18 must print out their application, have it signed by a parent and submit it by US mail or hand it in at a Membership Meeting. If you have any difficulty, please contact the SBSRA Secretary.

Alternatively, come to a general membership meeting, which is held on the last Tuesday of every month at North High School in Torrance. An SBSRA Board Member will be happy to guide you through the process.

Each application is evaluated promptly, references reviewed and then voted on by the Board of Directors (BOD). The prospective new member is then notified of the Board's decision by the Secretary. In the event an application for membership is not accepted, new member fees and dues paid will be returned promptly.

II. MEMBERSHIP CATEGORIES

Membership in the Association consists of three levels:

a. Probationary Members,
b. Full Members, including Members in Good Standing, and
c. Honorary Members.

a. Probationary Members are those who are joining SBSRA for the first time. Probationary members have the rights of full members except for voting rights and may not run for an office on the BOD.

   To remain members of the Association, new members must attend training and observations as scheduled by the BOD. The BOD will determine appropriate action to address any member who fails to complete training and observation requirements, in a timely manner.

b. To become a Full Member, probationary members must:
   1. attend a BOD-approved orientation/training workshop within one year of joining the Association,
   2. attend one Center of Referee Education (CORE) training session presented by Cal South, and
   3. be observed refereeing a Match assigned by the Association to form an initial assessment of the probationary member's refereeing ability.

Probationary members will remain probationary members until they complete all the above requirements. If the probationary member does not fulfill these requirements within the Membership Year, the BOD has the option not to accept that probationary member's application for membership in the subsequent year.

Members in Good Standing are permitted to vote on Association matters, primarily Bylaws Amendments and Board of Director elections, Good Standing status has no bearing on one's match assignments.

To be considered a Member in Good Standing, each member must:

1. Attend at least five Cal South training sessions on the Laws of the Game each Membership Year.
2. Attend at least five SBSRA Membership Meetings each Membership Year. The Board will consider requests for exceptions.
3. Have paid all dues, assessments, fines and penalties payable to the Association. A member who has been suspended or whose membership has been terminated cannot be in good standing.

The determination of whether a member is in good standing will be made after the May Membership Meeting (for the Annual General Meeting) and after the Annual General Meeting (for the subsequent Membership Year). All Members in Good Standing after the Annual General Meeting shall continue to be in good standing until the next determination after the May Membership Meeting.

c. Honorary Members:
   1. Honorary membership may be granted by the BOD upon request from a Full Member who has been a member for a minimum of fifteen (15) years and is no longer able to referee matches but wishes to continue to be a member of the Association,
   2. Honorary members have the rights of full members but are not required to pay annual dues, may not be assigned to referee matches and may not be an Elected Officer.

III. MEMBERSHIP DUES

Annual Dues - Annual Dues are set by the Board of Directors on an annual basis after preparing a budget of expenses and an estimate of the number of members expected for the forthcoming year.

New Members - The current dues for new members, including a new member administrative fee, are payable upon application to join the Association. The new member administrative fee is used for items like the new member orientation/training class, observations and other expenses related to on-boarding new members.

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 June 30th. 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 fines 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 during the membership year will have their dues adjusted based on when their membership is approved. There is no adjustment for the New Membership Administrative Fee. Other adjustments may be made, as deemed appropriate by the Board, on a case-by-case basis. Youth Members pay the same dues as Adult Members.

Amounts Payable – The dues amount payable are listed on our website at https://sbsra.org/association/paydues/. The new member fees and dues payable by returning members are set annually and do not change during the year. Annual dues for new members decrease after November following the conclusion of the youth fall season leagues.

When Payable - Dues are payable each year by June 30th for the following membership year. 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 tournament or other match fees payable to members by SBSRA for matches played in May and June of each year unless members notify the Treasurer not to do so. Late payment of annual dues, after the one-month grace period, i.e., after July 31st, will result in a late payment penalty.

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 June of Year 1 a member can only "bank" NMI waivers for the Year 2 and 3 membership years. Other waivers may be made as deemed appropriate by the Board. The NMI waiver only applies after the newly recruited member has paid for a second membership year of dues.

IV. MEMBERSHIP ROSTER

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 their required information including Address, Mobile Phone Number, Email, Current Photograph, and then to click on the "Public" button to be eligible for match 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 in Arbiter. Upon request, the Secretary or MAL 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.

V. BYLAWS

Purpose - The Bylaws of the Association contain the rules and regulations governing the Association, its purposes, its makeup, meeting frequency, members' code of conduct, and other governance parameters. 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/association/. The Secretary or Webmaster can help anyone having trouble accessing the Bylaws.

VI. BOARD OF DIRECTORS

There are two categories of board members:

Elected Officers - Officers are elected by the General Membership for two-year terms and consist of the following positions:

Title	Email Address
President	president@sbsra.org
Vice President	vp@sbsra.org
Secretary	secretary@sbsra.org
Member-at-Large	member.at.large@sbsra.org

Appointed Board Members - Appointed by the Elected Officers and ratified by the General Membership for one-year terms:

Title	Email Address
Treasurer	treasurer@sbsra.org
Assignor (Lead)	assignor@sbsra.org

Board of Directors support (not Board positions)

Title	Email Address
Co-Assignor	co.assignor@sbsra.org
Webmaster	web@sbsra.org
Training Director	trainingdirector@sbsra.org

From time to time, an interim assignor may be needed to fill in as an assignor in emergency situations as requested by the Lead Assignor or the BOD.

VII. MEETINGS

General Membership Meetings (GMM) - The general membership of the Association meets 10 times a year at North High School, Torrance on 182nd Street, corner of Yukon, usually in the cafeteria or library (or at another venue as determined by the BOD).

Schedule - Meetings are held on the last Tuesday of each month (or a date determined by the BOD). There is no meeting in December.

Meeting Details - Dates, times, agendas, and minutes are published in the Flag and Whistle, the Association's monthly newsletter and on our website at https://sbsra.org/association/meetings/. 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 offices that become vacant at the end of their two-year terms as outlined above and in the ANNUAL GENERAL MEETING section of the SBSRA Bylaws. Properly proposed Bylaw changes are also voted on by the members at the AGM. Following the AGM a party is normally hosted by the Association to celebrate the completion of another season.

Nominations and Bylaw Changes - Candidates for Board elected positions may be nominated during the May or June membership meetings. Proposed changes to the Bylaws must be brought in writing and given to the BOD, as specified in the Bylaws, at the GMM one month before the meeting at which the Bylaw changes will be voted.

Board Meetings - The BOD meets regularly (usually monthly), and as requested by the President, to conduct the business of the Association.

VIII. AVAILABILITY AND MATCH ASSIGNMENTS

Sexual Harassment and Concussion Policies - By providing availability to work SBSRA assigned matches, each referee confirms that they have read and understand the SBSRA policies in regards to Sexual Harassment and Concussions as listed at https://sbsra.org/association/policies.

Assignment of Referees to Matches - Assignments are based on the availability of referees, mileage and other limitations set by each referee, the rating 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 Assignors, working with the Board, may also use other factors in determining assignments. This includes assigning a more experienced referee with new referees to assist with referee mentoring and training, attendance at GMMs and other factors.

Note: Membership does not guarantee match assignments. To be eligible to receive assignments, Members must be current with their dues, be on the current year's Cal South Registered Officials List (ROL) and provide proper availability (via blocks in Arbiter).

Requests for Availability and Arbiter Blocks – Assignors typically assign referees to matches 7 - 14 days in advance. Before new assignments are made, the Assignors may send out a reminder email to all members informing them of new match opportunities (usually tournaments) and 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 Assignors utilize the availability provided by each member based on the "Blocks" (days, times, travel distance, etc.) entered by each member. In special cases, members may also contact the Assignors by email or telephone to communicate any special requests or problems regarding their match preferences and/or availability for the week.

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

Re-Assigning Fee - To reduce the number of declined, turned-back, and expired assignments, a "re-assigning fee," as described below, may be assessed for all declined, turned-back, and expired assignments. This is similar in nature to the fee assessed for a referee no-show or other service failure. Reduced turn backs 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.

Accordingly, 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" for each match assigned. These are payable directly to the applicable Assignor.

Payment to the Assignor by the member must be made by the next general membership meeting. Failure to pay the fee may impact on the member's assignments. Members may request an exception to the fee for extraordinary causes by emailing the MAL. The Elected Officers shall rule on the request at the next regularly scheduled board meeting. The decision, which is final, will be communicated to the member.

Presumption of Availability - The Assignors 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 their availability status current by updating Blocks in Arbiter.

Receipt of Assignments - Referees receive assignment notifications via automated emails and/or text messages from the Arbiter system depending on how they have set up their preferences in Arbiter. The Arbiter system will show for each match the date and time, competition level, site, teams (if provided by the league in a usable form) and the names of the other referees. Details of the match site location 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. When using the mobile Arbiter Application, clicking on the name of the site will open your default map application for you to obtain driving directions. It is strongly recommended that referees do this a day or two before the scheduled match time, by entering the match date and your desired arrival time to determine a good time to start one's journey to get there on time. The desired arrival date and time is important as travel times can vary significantly.

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, will revert to being unassigned after that deadline passes and are subject to reassignment at that time. These deadlines enable the Association and our assignors to properly service our customers.

Failure to Accept Assignments - Failure to promptly accept one's assignments by the deadline noted in Arbiter may lead to reassignment of matches without notice. Reassignments are required to ensure all the Association's customers' matches are properly covered. Allowing assignments to lapse is not an acceptable practice as members are expected to accept matches assigned to them timely based on their availability, as determined by the Blocks they set up in the Arbiter system.

Turning Back Assignments - Any Member giving/turning 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 or service failure, as outlined in the "Referee Availability" section above.

Emergency Cancellation of Assignments – It is understood and appreciated that unforeseen events can and do happen. In the case of emergencies within hours of assigned matches, the Assignor or Co-Assignor must be contacted by telephone or text message at (213) 220-3580 (Gabriel) or (310) 897-3660 (Veto), as applicable. It is the responsibility of the referee to make positive contact with the Assignor or the Co-Assignor. Just leaving a message or a text does not relieve the referee's responsibility to cover the match. A communication from one of the Assignors to inform the referee that the match(es) has(have) been assigned to another referee completes the process to ensure that we do not risk experiencing a service failure.

Single-Referee Assignments – To mitigate the increased risk of a service failure due to the assignment of a single referee, the referee is required to confirm their assignment at least 1 hour, but no earlier than 4 hours, before the match start time as follows:

- Weekday Matches - call the SBSRA hot-line (310-955-9905, option 1),
- Weekend Matches – text the Assignor (213-220-3580)

Referees must include their names, match locations and times in their message and text.

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 and will referee the match in question. If the original referee who failed to call in, shows up to 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, they must complete it. If both the original and replacement referees are at the field before the match starts the replacement referee shall work the match. There shall be no disagreements between the referees - the originally assigned, replaced

referee shall yield to the replacement referee if there are any differences in opinion as to who should referee the match. The replacement referee shall contact the applicable assignor before the match and/or the replaced referee may contact the MAL after the match 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 may result in the Association not meeting commitments to our customers and/or jeopardizing our relationship with the customer. 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 match at that field do not leave the field until they have confirmed that the next set of referees have arrived. In the rare case of a missing referee(s), the Association requests one or more of the referees stay to start or 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 team can cover the match and the original assigned referee team 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 are 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, in accordance with our Assignor Referee Sanctions document in the https://SBSRA.org/association/members section, subject to appeal by the sanctioned member per the Bylaws.

Referee Ratings - The rating process is led by the VP in accordance with our Bylaws. Rankings are updated periodically, at least once a year, to ensure they are as accurate as possible. Ratings are based on various factors, such as USSF badge level, fitness, match management, experience and knowledge of the Laws, dependability, membership conduct, general membership meeting attendance and participation in CORE training. The ratings are updated in Arbiter for the Assignors to use in the assigning process.

Members may request their rating at any time from the VP and the ratings may be discussed by the members with the VP and/or MAL on an individual basis at the request of the member. These discussions only involve information about the specific member's ratings and will include feedback on how that member can improve their rating. Throughout the year the ratings will be updated to include new members, SBSRA observations and USSF assessments, and feedback obtained by the VP and/or assignors on members' performances on the pitch.

IX. Leagues Serviced by SBSRA

Following many years of excellent professional service to the soccer community provided by the Association, we currently serve several soccer adult and youth leagues, some affiliated with USSF and some are unaffiliated. For a complete list of leagues and organizations that we support, please refer to our Match Fees schedules at https://sbsra.org/match-fees/.

SBSRA is frequently invited to officiate at tournaments at more distant locations, such as Bakersfield, Lancaster, Moorpark, SilverLakes, Capistrano, etc., and officiates at other tournaments for various organizations from time to time, depending on the membership's willingness and availability to do so

X. 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-match and post-match tasks and paperwork are an important part of the referee's duties and are to be carried out in a professional manner 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 match 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 their responsibility to contact (by telephone or text message) the other members of their crew to let them know when they expect to arrive. If the referee is aware of the challenge to arrive timely, they need to inform the other referees as soon as this becomes apparent or at least on the day prior to their match. This can be anticipated when a referee is assigned matches at multiple locations on a single day.

As soon as this crew member is aware that they cannot make it to the field before kickoff on match day, they must also 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 IMMEDIATELY. If the missing crew member cannot be contacted and is still missing within twenty (20) minutes of kick-off, the crew members at the field are required to call and/or text the Assignor for that match. If the Assignor cannot be reached or does not respond, the crew members should then call and/or text the backup assignors, and/or a Board member 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 match is part of a set of multiple matches. Delivering quality referee crews in the quantity requested by our customers is SBSRA's core business. It's crucial that we all 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, usually collect the player/team official rosters for each team from the home team or from each team, depending on that league/tournament's rules. If applicable, the referee also collects the match fees from each team in cash, plus the ID cards for the players and coaches. The referees

check in the home team by matching players' and coaches' 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.

For many of our matches, match fees are payable, in cash only, at the field. For multiple reasons, we do not accept electronic payments and payments must be received before the match begins to avoid difficulty collecting after that. As listed on the SBSRA Web site "Competitions" page, some match fees are paid by the Association later. Match fees paid by SBSRA are paid to members during the month following the month in which the matches were officiated, regardless of the timing of receipt of payment from the applicable league(s).

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 official with the appropriate ID card, the match must be immediately suspended and then terminated if the Coach (or other team official with the appropriate ID) does not return to the area. The referee shall prepare a match report and submit it to the SBSRA MAL and applicable assignor 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 (usually) three copies. The referee must have the coaches or team officials sign the official match roster and give each team one of the rosters along with their team's ID cards, usually except those of any individuals involved in violent conduct or physical assault on a referee, in accordance with current league policy. If required by the league, the official match roster is then mailed to the league by the referee along with any retained ID cards. For certain leagues, there may be a requirement to complete this process online, instead of paperwork at the field.

USSF Match (Supplemental) Reports - Supplemental reports are usually required due to send offs but reports are also needed any time there is a "serious injury," a match is terminated or there is extreme negative behavior at or around the field.

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 in a timely manner, you are not performing the required duties of a referee nor meeting SBSRA requirements.

Leagues depend on us to provide timely information regarding any serious incidents at their games so they can act before the next round of games takes place. To this end, it is critical for the applicable assignor and MAL to be notified by text message before the referee drives away from the field with the following information:

- Location and Time of Game
- Reason for report, e.g., Red Card
- Name, Number and team of Player sent off
- Code for Send Off, e.g., VC, SFP, AL, 2CT, etc.
- Your Name

As the referee, it is a requirement that you complete a two-page Supplemental Match Report which is available as a fillable PDF at https://sbsra.org/laws/match-report/ . The report needs to be typed, no handwriting please, and sent to our MAL and to the applicable assignor by the end of the day on which the incident (usually send-offs) took place no later than 12:00pm (noon) of the next day. The draft report must be sent to the assistant referees on the game for their review and comment also to ensure that the report is prepared properly. They share responsibility to ensure reports are submitted and in a timely manner.

The referee needs to monitor her/his email for feedback and to be able to revise the report following review by the applicable assignor and/or MAL and return the revised report ASAP. If the referee does not receive any response from the assignor within 3 hours, the referee must follow up to ensure the report was received. We need to be able to complete the process so that the leagues receive these reports within 24 hours of the applicable game start time. While these are specific deadlines, referees are asked to comply with the spirit of our goal of submitting these reports to the leagues as soon as possible and not to deliberately put off this task as long as possible.

Referees are required to know the specific requirements of the league/tournament for "pulling"/retaining a player or coach ID card. A "serious injury" is defined as one where:

- □ Paramedics are called to the field
- □ A qualified trainer at the field informs the referee that the player has a serious injury
- □ The referee has knowledge that the player is being taken for medical attention
- □ The player obviously has a serious injury by inspection/appearance to a non-medical professional (including loss of consciousness, apparent concussion, obvious limb injury, e.g., egregious broken bone).

The USSF Supplemental report form lists the following events that require the completion of this report:

- □ dismissal of team officials,
- □ sending off offenses,
- □ serious injuries,
- □ match abandonment, or
- □ other substantial occurrences.

Certain leagues may require the referee to report these incidents using their applications or by some other online method. This is in addition to the preparation of a USSF report as described above, not instead of the USSF report.

Referees are encouraged not to engage in after-match conversations with players, coaches or spectators as these conversations often start out 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 their USSF ID only. Do not use or show your Cal South Photo ID card at any time except before the match, during the team check in. Referees shall inform the MAL and the applicable assignor 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 at least two backup balls) and has choice of sidelines. Kickoff is determined by standard IFAB 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 matches we officiate. League handbooks or tournament rules are the final authority for match procedures. League specific rules are included in dedicated web pages on our website at https://sbsra.org/competitions. It is incumbent on all referees to visit these pages just before officiating these matches to refamiliarize themselves with the league specific rules.

XI. MATCH FEES

Fee Schedule - The current fee schedule for officiating matches in the various age groups and leagues is available at https://sbsra.org/association/match-fees/ and is updated on a regular basis. Note that some youth tournaments pay at the standard rate, while others have other rates.

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 the prevailing rate per minute offered by Cal South for State Cup matches. Exceptions may be made for tournaments on a case-by-case basis, e.g., for full-length upper-division matches, which are highly desirable matches to officiate.

XII. OTHER IMPORTANT MATTERS

Rainouts – Match cancellations due to rain occur from time-to-time. In rainy weather, referees may be informed or determine if their matches have been cancelled or rescheduled by checking their text messages, emails, the applicable league web sites, contacting the applicable 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.

While SBSRA will endeavor to have referees compensated for matches cancelled due to weather, there are no representations or guarantees that this will always be possible.

Referee Attire – SBSRA referees must look (and act) professional at all times 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 on the Association. Referee teams are encouraged to wear SBSRA logo shirts when arriving at the match locations and must wear matching referee shirts in USSF approved colors, choice to be determined at the field, and black referee shorts. The referee shirts must be a different color from both the teams.

Between the referee team, the field players and the goalkeepers, there could be as many as "five colors" on the pitch. While five colors are preferred, since goalkeepers in the leagues we support are often substituted during the match, resulting in the goalkeepers' jersey colors changing during matches, referees may wear the same color as the goalkeepers. To avoid a color conflict, SBSRA referees are required to always have multiple, colored shirts with them, a minimum of three colors (the "traffic light colors – yellow green and red) is recommended.

SBSRA does not permit its referees to wear long pants while refereeing matches. Referee uniforms must be in good condition and conform with the rest of the referee team.

Referees must arrive dressed in proper attire. Referees shall not expose their bodies when changing their shirts in the open at the field. Since referees often need to change shirts between matches at the field, referees should wear an undershirt (SBSRA logoed shirt is recommended) 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 strongly discouraged.

Referee Conduct – Referees are required to conduct themselves in a professional manner at all times at match sites from the moment they leave their cars until they return to them. 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, within earshot of others. Humor can work to diffuse many situations and may be an effective tool for some in certain situations. However, we recommend that referees generally avoid this technique and instead always maintain a professional disposition. We need to be aware that humor also may offend others, not just the intended target of the comment. The golden rule here is when in doubt, don't!

Many games are recorded, and we are under more scrutiny than ever before. Referee actions may be recorded, and comments may be picked up by sensitive microphones. One never knows who can see or hear us.

Physical Fitness – 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 in a professional manner. Referees should not accept a match or a block of matches which may exceed their physical capability. In addition, referees must notify the Assignor of any injuries or conditions which 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, sling, or any other temporary medical devices which limit arm or body motions. This does not include standard knee or ankle braces which provide support but do not limit motion. Get fit to referee, don't referee to get fit!

Parking Reimbursement – While parking fees are typical referee business expenses like gas and uniforms, SBSRA will reimburse actual, receipted parking expenses for referees officiating matches assigned by SBSRA when 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 traveling together. 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 must be sent to the Treasurer by email, with a copy of the receipt, within 7 days of the match. The reimbursement amount for approved requests will be paid by the Association monthly.