

2022-23

Kansas State Referee
Committee

Kansas Referee Development
Corporation

SRC RULES OF PROCEDURE

**Kansas State Referee Committee
Rules of Procedure**

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**KANSAS STATE REFEREE COMMITTEE
RULES OF PROCEDURE**

NAME: The name of the Committee is the Kansas State Referee Committee, herein after referred to as the KSRC. This Committee is the operational entity for the Kansas Referee Development Corporation, Inc.

CHARTER: Established in accordance with USSF Policy 531 as amended and affirmed at the 2015 USSF General Meeting: The State Referee Committee shall administer the United States Soccer Federation Referee Program within its respective State Association (Kansas) including the training, development, instruction, assignment, and assessment of referees for all forms of competition overseen by the Federation. The State Referee Committee shall implement the appropriate procedures and policies for oversight of referees, instructors, assessors, and assignors that perform their respective functions in competitions overseen by the State Associations. Such procedures and policies shall not conflict with the policies of the Federation Referee Program and will be in accordance with the Kansas Referee Development Corporation, Inc.

MEMBERSHIP: The members of the KSRC shall include, but not be limited to:

- 1) Chairperson, jointly appointed by Amateur and Youth State Associations with the advice of the SRA
- 2) State Referee Administrator, jointly approved by Amateur and Youth State Associations
- 3) State Youth Referee Administrator (appointed by Youth State Association with advice of SRA)
- 4) State Director of Instruction (jointly approved by Amateur and Youth State Associations with advice of SRA)
- 5) State Director of Assessment (jointly approved by Amateur and Youth State Associations with advice of SRA)
- 6) Adult State Representative (appointed by Amateur Association)
- 7) Youth State Representative (appointed by Youth Association)
- 8) State Director of Assignment (appointed with the advice of the SRA)
- 9) SRC Webmaster (appointed with the advice of the SRA)
- 10) Association Representatives (other affiliates) (*)
- 11) Coaching Representative (*)
- 12) Amateur and Youth Associate Presidents and former voting members of the SRC shall serve as ex-officio members (*)

(*) Indicates non-voting members

All appointments are for an initial two (2) year term. With approval, members can serve additional terms. Additional members may be added by approval of 2/3 of the current voting membership.

MISSION: To enable effective officiating consistent with the Laws of the Game by providing programs to registered Referees, affiliated Associations, and Leagues so that soccer in Kansas can be played as safe and fair at all levels of competition. The KSRC will accomplish its mission by developing, delivering and administering programs to all USSF Certified Referees in the areas of education, mentoring, assessment, administration and assigning. The KSRC will be measured against its mission by a consistent improvement in the quality of Refereeing across the state and by effective governance and spending in support of Education, Mentoring, Assessment, Assigning and Recruiting.

PROGRAMS: The programs to meet the mission include:

1. Recruitment
2. Registration/Administration
3. Retention
4. Instruction
5. Assessment
6. Mentoring

MEDIUM: The KSRC will use the internet as the primary communication medium for distributing and sharing information with the Referees, Associations, and Leagues. This medium will be used for communicating essential information from the Federation, for Referee registrations and class enrollments, for testing and for incremental education. Because of the growing importance of this medium, the SRC Webmaster is a voting member of the SRC.

MEETINGS: The KSRC will meet a minimum of two times annually. For all meetings, notification may be made by the Chairman by telephone or by a written notice including e-mail. Additional meetings may be called, at the request of any voting member of the committee, as required.

ORDER OF BUSINESS:

1. Roll Call (Confirmation of a Voting Quorum)
2. Approval of Agenda
3. Approval of minutes of the last meeting
4. Report of Technical Members
5. Old Business
6. New Business (Programs/activities for consideration)
 - a. Programs and Budget Updates
7. For the "Good of soccer"
8. Adjournment

QUORUM: With the current membership provided in this Rules of Procedure (9 voting members), five (5) voting members shall constitute a quorum to transact all business of the KSRC. Only members present (including via telephone if a conference number is made available) shall vote, and only one (1) vote for each attending member is allowed.

VOTING: All members of the KSRC shall have one vote, with the exception of those individuals shown with (*) under the membership description section, who are not voting members. For votes on financial matters (annual budget, special programs, etc.) the following are acceptable voting methods (in person, online meetings like Zoom, and electronic voting).

RECORDS: An individual will be appointed by the Chairman to record the proceedings at each meeting. A copy of the meeting proceedings will be mailed (or e-mailed) to each member of the KSRC. The Chairman will keep a file of all meeting procedures, reports and correspondence of the KSRC, and will post the public minutes on the Kansas Referee public website.

COMMITTEES: All committees of the KSRC will be chaired by voting members of the KSRC.

EXPENSE REIMBURSEMENT POLICY FOR KSRC:

The members of the SRC may be required to attend USSF Meetings and Clinics from time to time. Examples include the SRA/SYRA Conferences, SDI and SDA Conferences, Youth & Adult General Workshops, US Soccer Referee Workshops, and US Soccer Affiliate Annual General Meetings.

The Kansas State Referee Committee will reimburse expenses for members who are required to attend these meetings provided that an Expense Report is submitted documenting all reimbursable expenses (accompanied by receipts). Reimbursable expenses include:

- Airline travel and airport parking
- Mileage
- Hotel/Motel Expenses
- Meals (receipts required except when a per diem has been provided)
- Transportation at the Meeting site

If USSF offers housing, transportation and meals as a part of the program, KSRC members will not normally be reimbursed for such expenses.

Kansas SRC Policy 2.7.13 (Alcohol Policy). The Kansas Referee Program will not reimburse any individual's expense submitted for the purchase of alcoholic beverages. Alcoholic beverages may be provided by the Program or via sponsorship supply at certain Program functions, but must be approved in advance.

SRC Awards Program. The Referee program in the State of Kansas functions through the volunteer efforts of dedicated people.

Annual Awards:

- **"Youth: Young Referees of the Year" – Male and Female:** This program is administered by KSYSA and the SYRA. The SRC does participate in the presentation of the award (SRA) and does provide "gifts" to the winners.
- **"Adult: Referee of the Year":** This program is administered by the KSA and the SRA to recognize the Referee that contributed the most (by performance and leadership) to the Amateur leagues. The SRC does participate in the presentation of the award (SRA) and does provide "gifts" to the winner.

Special Awards: These awards will be given to recognize outstanding contributions. They will be presented at an AGM Awards Banquet (or other designated event), but are not designed to be annual awards.

- **Ian "Bill" Davey Award:** This is the "Highest" award presented in the State of Kansas for Referees, and is given to Referees who exemplify the contributions that Bill Davey has made to the Referee Program in the State of Kansas.
 - Nominations can be made by any member of the SRC and the determination for receiving the award is by a "unanimous" vote of all members of the SRC (voting and non-voting members present at a regularly scheduled SRC meeting).
 - Candidates for this award should have demonstrated the highest level of contribution over a period of years to the State of Kansas Referee Program, consistent with the prestige of this award.
- The SRC awards the award recipient the following:
 - Plaque - to be awarded at the KSYSA AGM Awards Banquet (if possible)
 - \$150 certificate for dinner at the restaurant of their choice
 - Posting on the KansasReferee.org web site



Award Description:

Ian "Bill" Davey is a member of both the USASA and the Kansas Youth Soccer Halls of Fame for his contributions to soccer. The Chairman of the Hall of Fame Committee described the people who received this honor as people who put in decades of tireless contributions with one common goal - the advancement of the game which we all love.

Bill has been passionate about soccer his entire life. He has served the USSF and the State of Kansas as a Referee, Instructor, Assessor, and Assignor across all levels of competition. Bill's contributions to soccer in the State of Kansas include much more than his roles as a Referee.

- Bill founded the Air Capital Soccer Association, a Youth Club based in Wichita, Kansas, in 1984.
- Bill was instrumental in establishing the Club's Scholarship Foundation in 1987, which awards yearly College Scholarships to the Club's incoming freshman students.
- Bill served both the Youth and Amateur Associations in numerous capacities including, President of the local Youth League, Head Referee for both the Amateur and Youth Leagues, and past President of the Kansas Amateur Soccer Association, the USASA Region 2 Treasurer, Tournament of Champions Commissioner, and a member of the National Referee Committee.

As a Referee Administrator, Bill has served as the State Director of Assessment, was the Amateur Representative when the SRC was initially formed, and has been the Kansas State Referee Administrator since 2003.

Ian "Bill" Davey's service to the game of soccer represents passion, commitment and dedication to making our game available to the players, coaches and fans of Kansas and a commitment to the "Fair Play" mission of FIFA. This award is given to Kansas Referees who carry on these high standards for passion, commitment and dedication in the development of the Kansas Referee.

○ **SRC Service Award:**

- This award is given to someone who exemplifies special contributions to the Referee Development Program in the State of Kansas.
- Nominations can be made by any member of the SRC and the determination for receiving the award would be by a "75%" vote of all members of the SRC (voting and non-voting members present at a regularly scheduled SRC meeting).
- The SRC would give the award recipient the following:
 - Plaque to be awarded at the KSYSA AGM Awards Banquet (if possible)
 - Posting on the KansasReferee.org web site

○ **Award Description:**

Have you ever noticed that soccer fans are vocal, and one of their favorite activities is complaining about their Referee? Referees are made, not born. There are a number of people who participate in the tasks of making new Referees and making current Referees even more effective. The most visible and known people are the technical members of the State Referee Committee – the State Referee Administrator, the State Youth Referee Administrator, the State Directors of Instruction and Assessment. However, the only way these appointed members of the State Referee Committee can accomplish their responsibilities is with the assistance of volunteers who are committed beyond "the usual what is in it for me".

The State Referee Committee Service Award recognizes contributions made by the recipient in service to other Referees in the areas of recruiting, retention, education, and assessment. These are contributions which will be realized for a long time after the recipient "retires". These contributions will be perpetuated by the "next generation" of Referees. This Award is given to a Kansas Referee who has contributed this extra level of service to the development of the Kansas Referee.

JOB DESCRIPTIONS:

Job Descriptions for the voting Members of the Kansas State Referee Committee will be in accordance with USSF Policy 531-1 - Referee Administration and in the Kansas State Referee Committee Rules of Procedure as approved by the Kansas State Referee Committee.

It is also noted that additional duties and/or special projects that are not formally included in the following job descriptions may be assigned to any and all members of the KSRC at the discretion of the KSRC or the Referee Administrator. When these additional duties and/or special projects are assigned they will be considered a part of the individual's job description.

In order to be successful in the execution of their duties and in recognition of the continued growth in both the number of Referees and growth across all areas of the State, each of the members of SRC with a job description on the following pages is being given the authority to those appropriate positions, to appoint assistants (none-voting position), to more effectively manage the responsibilities of their position on the KSRC.

STATE REFEREE COMMITTEE

Title:	State Referee Committee
Function:	Responsible for leading the State Referee Association in promoting and implementing U.S. Soccer's initiatives and programs in support of all affiliated members and competitions within the State of Kansas.
Requirements:	<p>The State Referee Committee should consist of the following positions at a minimum. Others may be added depending on the needs of the SRC:</p> <ol style="list-style-type: none"> 1. Chairperson 2. State Referee Administrator 3. State Youth Referee Administrator 4. State Director of Instruction 5. State Director of Assessment 6. State Youth Representative 7. State Amateur Representative 8. SRC Webmaster 9. Futsal/Indoor Representative * 10. Associate/Affiliate Club Representative* 11. SRC Coaching Representative * 12. President or a representative of the state youth association * 13. President or a representative of the state adult association * 14. Past voting members of the SRC after their term has ended for a 2 year period which may be extended by a majority vote of the current SRC* <p>*These are non-voting positions for the Kansas SRC</p>
Appointment:	In accordance with the by-laws and policies of U.S. Soccer, followed by the governing documents of the KRDC and the SRC Rules of Procedure.
Reports to:	Kansas Referee Development Corporation, Inc. with functional responsibilities to National Program for Referee Development Office.
Responsibilities:	<p>This includes, but is not limited to:</p> <ul style="list-style-type: none"> • Establishing a technical and administrative network that is responsive and accountable. • Assisting in the appointment of positions within the State Referee Associations. • Preparing an annual budget and reporting financial details as requirement • Supporting the development of all registered officials. • Holding regular meetings to conduct the affairs of the state referee program. • Hearing reports from technical members and publish these reports to State Associations • Voting on and establishing policies and procedures for the state referee program within the scope of the National Program for Referee Development. • Disseminating information, including that sent to states from the national office, to the referees within the state • Seeking ways to provide development opportunities for referees

CHAIRPERSON, STATE REFEREE COMMITTEE

Title:	Chairperson, State Referee Committee
Requirements:	Responsible for working collaboratively in leading the efforts of the State Referee Committee. Responsible for coordinating the state referee program to serve both the adult and youth soccer programs, and works in harmony with all USSF affiliates and local officials in the development of the National Program for Referee Development.
Function:	Plans, implements and supervises the state referee committee meetings, ensures compliance with the National Program for Referee Development within the state.
Appointments:	Jointly, by the Adult and Youth State Associations, for a fixed term of two (2) years, and with the advice of the SRA. May be re-appointed at the discretion of the State Associations.
Responsibilities:	<ol style="list-style-type: none"> 1. Maintains close communications and consults with members of the State Referee Committee. 2. Appoints individuals to subcommittees to assist with State Referee Committee projects and activities. 3. Reviews all State Referee Committee reports and short and long range planning by technical directors, and ensures that required reports are submitted in a timely manner. 4. Sets SRC meeting schedule and establishes SRC Meeting agenda. 5. Presides over meetings of the State Referee Committee. 6. Is the Committee Chairman for Referee Awards as provided in the SRC Rules of Procedure.

STATE REFEREE ADMINISTRATOR

Title:	State Referee Administrator
Function:	Responsible for overseeing the administrative and technical needs of the State Referee Association. Serves as liaison between the National Referee Department Office, the National Referee Committee and the State Associations, and is the Chairman of the Board of the Kansas Referee Development Corporation. Responsible for appointing and managing Area SRAs to manage the administration of the SRA mission and programs across the State of Kansas.
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials. The State Referee Administrator may be a member of the State Board or Executive Committee, but shall not be the president or chief officer of the State Association.
Appointment:	State Association(s) approval for a fixed term of two (2) years. May be re-appointed at the discretion of the State Associations.
Reports to:	State Association(s) with functional responsibilities to National Referee Office.
Responsibilities:	<p>The State Referee Administrator is encouraged to appoint assistants and may delegate specific duties, but he/she remains responsible for the proper discharge of each duty.</p> <ol style="list-style-type: none"> 1. COMMUNICATIONS <ol style="list-style-type: none"> a. Coordinates activities and appointments with state association officers (adult and youth) and State Youth Referee Administrator. b. Coordinates activities with referee associations, if any exist. c. Coordinates activities with State Directors of Instruction and Assessment. d. Maintain liaison with the National Office for general administrative questions. e. Contacts the National Office for proper interpretation of U.S. Soccer Bylaws and Policies. g. Makes recommendations for selection of: <ol style="list-style-type: none"> (1) State Director of Instruction, State Director of Assessment. (2) U.S. Soccer Federation International Referees. h. Sends list of referee rankings for state to Manager of Professional League Referee Assignment and Assessment for consideration for Assignment to professional and international matches. 2. Verifying and processing registration records. 3. Upgrading and downgrading officials as needed. 4. Recruiting and retaining officials to ensure coverage on all affiliated games. <p>ADMINISTRATION OF REFEREES</p> <p>The administrative duties of the State Referee Administrator shall cover the following areas:</p> <ol style="list-style-type: none"> a. Referee Registrations <ol style="list-style-type: none"> (1) Insures registration of all referees being assigned for that calendar year. (2) Checks all registration forms for proper completion, with particular attention regarding: (a) Referee's grade (b) Physical fitness results (c) Game experience (d) Assessment requirements (e) written examination scores & (f) Signatures and risk management disclosure.

	<p>(3) Collects correct fee for each registration:</p> <p style="padding-left: 40px;">(a) Splits the U.S. Soccer Federation registration fee according to U.S. Soccer's Policy 531-2.</p> <p>b. Training</p> <p>(1) Assists in the identification of referee training needs and works with the State Director of Instruction to implement them.</p> <p>(2) Responsible for Advanced Referee course instructional materials and Instructor Assignments in cooperation with the State Director of Instruction.</p> <p>(3) Responsible for the administration of the Kansas Referee "Fast Track" program.</p> <p>d. Referee Assignments</p> <p>The State Referee Administrator shall not serve as a league assignor, or as an assignor for a non-state run tournament within the state, as it will impede other duties and may lead to conflicts of interest. (This applies whether a SRA is an active referee or not). The SRA may be required to make Referee Assignments at the Request of US Soccer and/or any of its affiliate members.</p> <p>5. FIDUCIARY RESPONSIBILITIES</p> <p>As directed by the State Referee Committee, the State Referee Administrator must provide for such fiscal control procedures necessary for proper fund accounting. Prepare an annual budget, and an annual report of income and expenditures to the state association(s) and the National Referee Committee, in accordance with U.S. Soccer Federation Policy.</p>
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STATE YOUTH REFEREE ADMINISTRATOR

Title:	State Youth Referee Administrator
Function:	Assists the SRA with carrying out the mission of the National Program for Referee Development within the state. Serves as liaison between the U.S. Soccer National Referee Department Office and the State Youth Association. Responsible for appointing and managing Area SYRAs to manage the administration of the SYRA mission and programs across the State of Kansas.
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials. Must be or have been a registered official prior to accepting position as SYRA.
Appointment:	State Youth Association with the advice of the State Referee Administrator in accordance with Policy 531-1 (2) for a fixed two (2) year term. May be re-appointed at the discretion of the State Youth Association.
Reports to:	State Youth Association with functional responsibilities to State Referee Administrator.
Responsibilities:	<p>The SYRA is encouraged to appoint assistants and may delegate specific duties, but he/she remains responsible for the proper discharge of each duty.</p> <ol style="list-style-type: none"> 1. Referees <ul style="list-style-type: none"> • Has the primary responsibility for acting on recommendations from the Referee Community (including, but not limited to the SRA, SYRA, Assignors, SRC Members and registered Referees) on high-potential Referees. Acting on recommendations includes: <ul style="list-style-type: none"> • Preparing a candidate list for State Cup Championship Tournaments, Regional Championships, President's Cup (both Adult and Youth) and presenting this list to the SRA/SRC for approval on a timely basis. • Coordinating with the SRA/SRC on the Fast-Track program to make sure there is a succession of new Referees who can be considered for this program 2. Administration <ul style="list-style-type: none"> • Is a member of the KSRC standing Committee on Referee Education

STATE DIRECTOR OF ASSESSMENT

Title:	State Director of Assessment (SDA)
Function:	Carries out the policies of the National Assessment Program at the State Association level. Responsible for appointing and managing Area SDAs to manage the administration of the SDA mission and programs across the State of Kansas. Supports the National Instructional and National Assessment Programs at the State Association level by developing and managing a State Wide mentoring program for the league and Tournament level of play
Requirements:	Must be a current <i>State Assessor</i> grade, or higher with a demonstrated competency in: <ul style="list-style-type: none"> • Administration, program planning and implementation • Referee assessment • Cooperation with all levels of State Administration.
Appointment:	Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations. Appointment is for a fixed two (2) year term. May be re-appointed at the discretion of the State Referee Administrator.
Reports to:	The State Referee Administrator (SRA), with functional responsibilities to the NDRA and U.S. Soccer.
Responsibilities:	<p>The State Director of Assessment is encouraged to appoint assistants and may delegate specific duties, but he/she remains responsible for the proper discharge of each duty.</p> <p>1. Referees</p> <ul style="list-style-type: none"> • Provide expertise in connection with State Referee selection and game assignments, and other information required by the SRA. • Provide routine feedback to the State Director of Instruction and the SRA through the Education Committee with suggestions for topics to be covered by the instructional and mentoring program. • Keep required records of referee assessments. • Administers US Soccer Physical Fitness testing and reports the results to the SRA <p>2. Referee Assessors/Coaches</p> <ul style="list-style-type: none"> • To carry out the policies of the National Assessment Program, developing local programs as needed to meet the needs in the State Association. • To work with the State Referee Committee to train and develop enough assessors/Referee coaches to meet the assessment needs of the referees in the State Association. • To organize programs for developing, testing and upgrading assessors and recommending those upgraded to Regional Referee Coach or higher to the NDRA. • May recommend Referee Coaches for upgrade (or downgrade, with cause). All such recommendations are to be reported to the NDRA, and the SRA, as appropriate. • Coordinate in-service training, registration and certification of Referee coaches. • Keep the NDRA and U.S. Soccer apprised of information pertinent to the operation of the program within his/her state, including an annual report of activities and training, which will be submitted to the SRA and included with the SRA's required reporting to USSF. • Maintain contact with Referee Coaches throughout the state and promote their welfare. • Appoint Area or District Directors of Assessment, where geography demands, to carry out the responsibilities of the SDA. • Appoint appropriate Referee Coaches for games specified by the U.S. Soccer Manager of Professional League Assignment and Assessment within the timeline as required by the NRDP. • May be called upon to perform other duties in connection with referee assessments by the State Association or the staff of U.S. Soccer.

	<p>3. Administration</p> <ul style="list-style-type: none">• Register all Referee Coaches.• Member of the KSRC standing Education Committee <p>4. Local Leagues and KSRC</p> <ul style="list-style-type: none">• In coordination with the SRA/SYRA, conducts in-service training for league mentors to disseminate new materials and mentoring programs.• Submits annual reports documenting mentoring activities at the league level and consolidates this information at a District and State level showing how budgeted funds were invested for results.• Makes program recommendations to the SRC.
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KANSAS SRC RULES OF PROCEDURE

STATE DIRECTOR OF INSTRUCTION

Title:	State Director of Instruction (SDI)
Function:	Carries out the National Instructional Program at the State Association level by providing for the scheduling of Referee Courses and the assignment of instructors to these Courses; (2) In-Service Clinics for Referee Instructors; and (3) Furnishing materials, and interpretations to support the instructional program. Interprets the Laws of the Game at the State Association Level. Serves as a liaison in matters pertaining to instruction and interpretations of the Laws between the Federation and the State Associations. Responsible for appointing and managing Area SDIs to manage the administration of the SDI mission and programs across the State of Kansas.
Requirements:	Has been a Referee Instructor for at least three years. The SDI is to be competent in: <ul style="list-style-type: none"> • Planning, implementation, and administration, including the ability to conclude projects • Referee Program instruction and training • Knowledge of the Laws of the Game, including referee procedures, techniques and mechanics
Appointment:	Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations. Appointment is for a fixed two (2) year term. May be re-appointed at the discretion of the State Referee Administrator.
Reports to:	State Referee Administrator, with functional responsibilities to the U. S. Soccer Federation National Program for Referee Development Office.
Responsibilities:	The State Director of Instruction is encouraged to appoint assistants and may delegate specific duties, but he/she remains responsible for the proper discharge of each duty. <ol style="list-style-type: none"> 1. Referees <ul style="list-style-type: none"> • Implements the Referee Education Programs as instructed by the SRA for all levels of referees up to and including State Referee • Administers Referee Courses (ELC, Recertification, and Advanced) and all test recording. 2. Referee Instructors <ul style="list-style-type: none"> • The SDI is responsible for all Referee Instructor registrations with the USSF. • Provides required materials as developed by the Education Committee for education offerings within the State Association(s) • Identifies and nominates potential new Referee Instructors. In order to be considered, new Referee Instructor candidates must be acceptable to the SDI and SRA. • Evaluates the instructional staff. Uses USSF evaluation procedures at a minimum. • May recommend instructors for upgrade. All such recommendations are to be reported to the State Referee Administrator. May recommend a downgrade of instructors for cause. 3. Instructional Programs and Materials <ul style="list-style-type: none"> • Distributes training material to all instructors. • Responsible for scheduling all Referee Instructional programs including facilities and instructors. This includes posting classes on the KansasReferee.org web site and maintaining the administrative aspects of the Instruction program on the web. 4. Law Interpretation <ul style="list-style-type: none"> • Acts as the sole interpreter of the Laws of the Game within the State, disseminating standardized interpretations. Defers to the U. S. Soccer Federation National Program for Referee Development Office if uncertain about specific interpretations of the Laws of the Game.

<p>Responsibilities: (Continued)</p>	<p>5. Liaisons and Advisor</p> <ul style="list-style-type: none"> • Serves as the Chairman of the State Education Committee for all matters pertaining to the development and curriculum for ELC and Recertification classes that are developed for Referee development in the State of Kansas <ul style="list-style-type: none"> • The Education Committee is a permanent committee that includes the SDI, the SYRA, the SDA, and other members as appointed by the SDI with the approval of the SRA. • The Education Committee will also make recommendations to Leagues and Clubs regarding Peer Mentoring and other Mentoring programs managed by the KSRC. • Upon invitation, may advise affiliated Leagues, Clubs and Associations in the application and interpretation of the Laws • Represents the State of Kansas at all National SDI conferences. <p>6. Administration</p> <ul style="list-style-type: none"> • Reviews, approves and submits to the SRA all Instructor class and expense reports in a timely manner. Responsible for Instructors submitting checks and registrations to the SRA in a timely manner. • Shall complete a report of all clinics, including: Entry, Advanced, re-certification, assessment, assignor, instructor, lectures, etc., held each year in the State Association, and send it to the SRA in December of each year, so the SRA can fulfill his/her reporting requirements to USSF. Clinics should include the instructor-in-charge and the number in attendance. • Maintains communication with the State Referee Administrator
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STATE DIRECTOR OF ASSIGNING

Title:	State Director of Assigning
Requirements:	Must be a registered U.S. Soccer Referee Assignor. Must be a minimum of 18 years of age and knowledgeable about the levels of games being assigned to Referee within the State Associations.
Function:	Responsible for the coordination of Referee assignments by the Referee assignors within the jurisdiction of the State Referee Committee.
Appointments:	Jointly appointed for a fixed two (2) year term by the State Associations based on a recommendation from the State Referee Committee (SRC) or the State Referee Administrator (SRA).
Responsibilities:	<ol style="list-style-type: none"> 1. Determine priority of Referee assignments each week for the State Associations based on what is scheduled that week. 2. Determine the priority of Referee assignments they have been assigned to coordinate. 3. Determining that all assignors meet the requirements of US. Soccer Policy 531-8 with regard to registration. 4. Serve as a voting member of the State Referee Committee 5. Set up Entry Level Assignor Clinics 6. Set up recertification clinics for assignors if approved by the State Referee Committee. 7. Chairs sub-committees as assigned. 8. Assists the Technical members of the SRC as requested.

STATE EVENT ASSIGNMENT COORDINATOR (YOUTH AND ADULT)

Title:	State Event Assignment Coordinator
Requirements:	Must be a registered U.S. Soccer Referee Assignor. Must be a minimum of 18 years of age and knowledgeable about the levels of games being assigned to Referee within their respective State Associations.
Function:	Responsible for the coordination of Referee assignments for State events hosted by their State Association.
Appointments:	Appointed for an annual (1 year) term by the State Associations based on a recommendation from the State Referee Committee (SRC) or the State Referee Administrator (SRA).
Responsibilities:	<ol style="list-style-type: none"> 1. Determine priority of Referee assignments for the State events they have been assigned to coordinate. 2. Assists the Technical members of the SRC as requested.

ASSOCIATION REPRESENTATIVES (YOUTH, ADULT, FUTSAL, ETC.) STATE REFEREE COMMITTEE

Title:	Association Representative, State Referee Committee
Requirements:	Must possess leadership capabilities and knowledge of the Kansas Programs for Referee Development. Must be able to work in harmony with all USSF affiliates and local officials in the development of the Kansas Programs for Referee Development.
Function:	Primary function is to be a liaison between their association and the Kansas State Referee Committee. This includes: polling the leadership of their association to understand plans and Referee Program requirements, presenting this information to the Kansas State Referee Committee during regularly scheduled meetings and as needed and ensuring compliance with the Kansas Program for Referee Development within their Association.
Appointments:	By their Associations Board of Directors for a fixed term of two (2) years. May be re-appointed at the discretion of the State Associations.
Responsibilities:	<ol style="list-style-type: none"> 1. Maintains close communications and consults with the executive leadership of their Association and with members of the State Referee Committee concerning specific Association Referee requests and issues. 2. Provides written reports of requests and issues at SRC Meetings, and shares key information with the SRA/SYRA as needed. 3. Shares State Referee reports and short and long range planning by technical directors with the executive leadership of their Association. 4. Participates in sub-committees as assigned. 5. Assists the Technical members of the SRC as requested.

COACHING REPRESENTATIVE, STATE REFEREE COMMITTEE

Title:	Coaching Representative, State Referee Committee
Requirements:	Must possess leadership capabilities and be willing and able to communicate with the Coaching community to provide input and to share information with the coaching community about the Kansas Programs for Referee Development. Must be able to work in harmony with all USSF affiliates.
Function:	Primary function is to be a liaison between the coaching community and the Kansas State Referee Committee. This includes: polling the coaching community to provide input on Referee issues, presenting this information to the Kansas State Referee Committee during regularly scheduled meetings and as needed and communicating information from the Kansas Program for Referee Development within their community.
Appointments:	Selected by the SRA and approved by a majority of the SRC membership for a term of one (1) year. May be re-appointed.
Responsibilities:	<ol style="list-style-type: none"> 1. Maintains close communications and consults with the greater coaching community and with members of the State Referee Committee concerning specific coaching requests and issues. 2. Provides written reports of requests and issues at SRC Meetings, and shares key information with the SRA as needed. 3. Shares State Referee reports and short and long range planning by technical directors with the greater coaching community in the State of Kansas. 4. Participates in sub-committees as assigned. 5. Assists the Technical members of the SRC as requested.

WEBMASTER, STATE REFEREE COMMITTEE

Title:	Webmaster, State Referee Committee
Requirements:	<p>Must understand the technologies being used by the Kansas Referee site as well as understand the mission and components of the KSRC programs to assist in a coordinated delivery of information to our constituents. Must have leadership capabilities and be willing and able to communicate with the Technical members of the KSRC to provide input and suggestions on the options available with the selected software. Must be able to work in harmony with all KSRC Technicals.</p> <p>Responsible for appointing and managing additional technical resources to ensure the timely administration of the SRC's Web mission and programs across the State of Kansas.</p>
Function:	Primary function is to manage the Kansas Referee web site and to ensure that it is available to our constituents, with current and correct information. In addition to the availability of the site, the Webmaster will be the technical "expert" on how to best implement changes to continue the value of the site to our users which includes the Technical members of the SRC.
Appointments:	Selected by the SRA and approved by a majority of the SRC membership for a term of two (2) years. May be re-appointed.
Responsibilities:	<p>The Webmaster is encouraged to appoint assistants and may delegate specific duties, but he/she remains responsible for the proper discharge of each duty.</p> <ol style="list-style-type: none"> 1. Maintains close communications and consults with the Technical members of the State Referee Committee concerning specific requests and issues. 2. Provides written reports of requests and issues at SRC Meetings, and shares key information with the SRA as needed. 3. Provides both short and long range planning for changes to the web site. 4. Maintains project status reports for agreed to changes. 5. Engages with additional volunteer resources to assure coverage of operational requirements.

APPENDIX 1
CONFLICT OF INTEREST AGREEMENT

KANSAS SRC RULES OF PROCEDURE