

**DSOA
OPERATIONAL
POLICIES & PROCEDURES
MANUAL**



THE OPERATIONAL POLICY & PROCEDURES MANUAL OF THE DELAWARE SOCCER OFFICIALS ASSOCIATION, INC.

Article I Name

No Policies & Procedures apply.

Article II Mission Statement

No Policies & Procedures apply.

Article III Best Practices to Support the DSOA Mission

No Policies & Procedures apply.

Article IV Membership

- a. To be eligible for assignments during a season, an official must be an active member; attend the prescribed number of DSOA meetings for that season; attend the most recent DIAA Rules Clinic; and take the current DIAA Rules Test. Credit for attending alternate Clinics and Tests require written permission of the Executive Director of DIAA.
- b. Officials have no “right to work provisions” as they are Independent contractors who may accept or decline assignments at their discretion.
- c. Officials may be removed from assignments or have assignments changed at the discretion of the Assignor and or the Executive Committee.

Article V Dues

- a. Dues assessments are recommended by the Executive Committee and approved by the membership. Total dues depend on the type of membership:
 1. Active Member: \$35.00 charged by DIAA. This consists of \$17.00 which covers your insurance and fees to DIAA, and \$18.00 which covers ArbiterSports fees, rules books, and miscellaneous costs, as well as DSOA Association dues of \$20.00. Note: if you officiate a second sport in the Fall, or an additional sport during the school year, please advise the Treasurer, as you should not have to pay the \$17.00 portion of your dues to that governing association. Please also note, if you officiate soccer in another state in the Fall, you must provide documentation that the insurance is supplied by NFHS. Our current understanding is that Pennsylvania DOES NOT use NFHS for insurance coverage, and therefore we cannot issue credit for this portion of your dues as in years past.
 2. Associate Member: An official who has elected not to be assigned for an upcoming Fall and Spring Season, but still wishes to remain a member of DSOA as an associate member may do so by paying the DIAA Sports Fee and DSOA dues. Any official who has an extended health issue but

does plan on returning may be accorded full rights and privileges provided they petition for a waiver

3. Honorary Member: No Dues

- b. Dues coverage is paid one full year in advance, and will be deducted from your second paysheet in the Fall of each season.
- c. Any member who shall be in default in the payment of dues may be suspended until payment of dues is made.
- d. Members that do not confirm their membership by July 15 of each year will be assessed a \$15.00 reapplication fee.

Article VI Executive Committee

The Executive Committee shall have the power to censure a member for deviation from the DSOA written code of conduct and require a written apology, place a member on probation for a period not to exceed six months, and/or limit a referee's assignments for a period of no more than one fiscal year. Such limitations may exclude an official from receiving assignments during the restricted time period. Any action taken by the Executive Committee may be appealed to the Judicial Committee by the affected member. The Judicial Committee's decision may be modified in whole or in part by a majority vote of the general membership.

Article VII Meetings

Credit for attendance at a meeting may be granted by the Executive Committee for activities that are deemed to be in the interest of the association. Examples may include; scrimmages, mentoring members, assessing members, etc.

Article VIII Committees

- **Executive Committee**

The Executive Committee is extended the authority to act in the best interest of the association and its members.

- **Tournament Committee**

- a. **Tournament Committee Members**

- 1. A Tournament Committee shall consist of the President or his designee who shall be the Chairperson, the Secretary and three officials selected from the membership. The Assignor, who will be an ex-officio, non-voting member, will act as facilitator for the meeting. The Committee shall include all the Association's assessors, if available, who will not vote for assignment placement. Anyone who wishes to be considered for tournament assignments shall not be part of the Tournament Committee. If the Secretary is unable to accept his role, a member who does not wish to participate in the tournament. will be appointed by the Executive Committee. The Assignor should

not, as a general rule, work the post season. However, if the Assignor wishes to work the tournament, they cannot be on the Tournament Committee and another member will be selected to facilitate the meeting.

2. Committee members must make themselves readily available to discuss and make adjustment to assignments, with very little notification
3. Two weeks prior to the tournament training meeting, the Assignor will ask each candidate to fill out an assignment grid for availability. The Assignor will provide a copy of the ArbiterSports availability report to ensure accuracy and to resolve conflicts.
4. If at any time it becomes necessary to utilize Committee members for assignments, they must recuse themselves from the selection process. Such members should have met all of the necessary criteria.
5. Once all assignments have been made, decisions for replacements will be made with consultation of the remaining members, if time allows. As a general guideline, all decisions should be discussed up until noon of the day of the game. Notification of the decision made will be sent to all members of the Committee.
6. Emergency changes will be made by the Chair of the Committee in consultation with the Assignor who will handle all notifications and changes to assignments via the ArbiterSports.

b. Tournament Timeline and Requirements

1. Officials will receive an email on or about June 21 of each year preceding the Fall season and February 1 of each year preceding the Spring season from the Assignor asking if they wish to be considered for the post season. Replies will be copied to the President, Vice President and Secretary.
2. Approximately two weeks later, the list of positive responses will receive a reminder of all the requirements necessary for consideration for post season.
3. The Assignor will use this list as a guide for the placing of officials on assignments for those teams likely to see the post season, and the higher level of competition during the season.
4. Officials are REQUIRED to fulfill the DIAA mandatory criteria listed for participation in the post season prior to the start of the season. Failure to comply will result in the loss of consideration.
5. On or about October 1 for the Fall and April 20 for the Spring season, an email will be sent asking officials to reconfirm their participation in the tournament. At that time, an email will be sent confirming acceptance and that the requirements have been met for consideration. If such requirements have not been met, officials may be removed from their assignments and reassigned to another match.
6. Officials will be evaluated by the Tournament Committee with consideration given to each referee's ability to handle the matches assigned.

7. Adherence to general policies, such as administrative responsibilities (blocks in the ArbiterSports, number of games turned back, scrimmages done) shall be considered when making assignments.
8. Previous tournament experience, length of service, and service on the various committees may also be taken under consideration.

c. Tournament Assignment Guidelines

1. Where the number of officials allows, the following guidelines will be followed during the assignment process: provided there is a sufficient number of officials available.
 - a. Only one assignment per official in post season.
 - b. Officials should not be assigned consecutive rounds within the same division, especially if assigned as center referee.
 - c. Officials should not work a line/center or center/line in games held at the same location on the same night.
 - d. Pursuant to the above, a person should go from fourth official to center, and from center to fourth if no other officials are available.
 - e. An official on the final in the previous year should be the assigned as the fourth official on the next year's final for the sake of continuity.
 - f. New officials to the tournament will generally start on the girls post season games as an opening round fourth official and/or AR, then work their way through the game levels for both the girls and the boys.

• **Audit Committee**

- a. An Audit Committee shall consist of at least two people, and shall be appointed by the Executive Committee in June of each year. The Committee is to audit the financial accounts and related documents every year, and any other fiscal period designated by the Executive Committee. One person on the Committee will be selected as the Chairman, and shall serve for two years for continuity purposes. A report shall be completed within 90 days at the end of the audit, and presented to the membership at large at the next scheduled meeting.
- b. The Audit Committee is responsible for determining the process for conducting an audit. Each Audit Committee may add, modify or delete process steps as they deem necessary to ensure a thorough and accurate audit. The following documents will be provided to them, as well as any others that are requested:
 1. The President will provide all last year's bank statements.
 2. The Treasurer will provide an Excel spreadsheet of the Invoicing Ledger.
 3. The Assignor will provide an Excel spreadsheet that contains all games with the officials who worked those games.
 4. The Treasurer will provide a PDF containing each season's invoices (or make these available electronically).

5. The Treasurer will provide a PDF containing each season's paysheets (or make these available electronically).
 6. Emails sent to the Board confirming transfers that were initiated.
- c. The following has proven useful in establishing integrity with the financial controls and results in a successful audit:
1. The Audit Committee will select 20 entries from the list of games provided by the Assignor and locate them on the officials' paysheets.
 2. Those entries should be located on the corresponding schools' detailed invoices.
 3. The associated invoice should then be located on the paysheets and Invoicing Ledger.
 4. The associated invoice will be matched up with the deposit on the bank statement.
 5. The reverse process is then used by locating a deposit and backtracking it to an actual game that was assigned and worked by the official(s).
- d. The Audit Committee can ask questions about any entries, and the Treasurer shall be present to answer those questions. If a question cannot be readily answered, the question will be emailed to the Treasurer, and will be responded via return email in a timely manner. All questions will be recorded and will become part of the audit report.

- **Bylaws & Policies and Procedures Committee**

The Committee shall consist of at least three people, and shall meet annually in June or July to review the current documents and recommend changes to the Executive Committee.

- **Recruitment, Retention and Ratings Committee**

The Committee shall consist of at least three people, and shall meet semi-annually in January and June of each year to discuss a strategy for referee recruitment and retention.

- **Training & Mentoring Committee**

The Committee shall consist of at least three people. The Vice President shall be the Chairman, and shall include an assessor if available. The Committee shall convene in June of each year to establish a strategy for the upcoming year. They will meet on an as needed basis thereafter.

- **Judicial Committee**

- a. A Judicial Committee consisting of five members, one of whom shall be an assessor, if available, shall be appointed by the Executive Committee during June of each year. This Committee shall meet on an as-needed basis to arbitrate on any grievance brought before Committee by any

member after it has been adjudicated by the Executive Committee. It may also consider concerns regarding misuse of power by members of the Executive Committee, grounds for impeachment, and present charges to the general membership. The Judicial Committee may, with cause, audit the Association's accounts on three-day notice. No member of the Executive Committee may serve on the Judicial Committee. The Judicial Committee will be appointed no later than one month after the elections and the new Executive Committee is in place.

- b. Complaints or concerns regarding the competency or professionalism of an official shall be immediately communicated to the Executive Committee. The official will be contacted by the Executive Committee and notified in writing of the complaint or alleged misconduct. The Executive Committee shall contact all interested parties, hold a confidential meeting to hear evidence and deliberate the matter, and come to a resolution within seven days of the notification. If the affected member wishes to appeal the decision of the Executive Committee, the appeal must be presented in writing to the Judicial Committee within seven days of the decision. In the case of an appeal of a Judicial Committee decision, the affected member may seek redress from the general membership. A simple majority vote of a quorum shall be required to adjudicate the appeal.
- c. Should a member of the Association become ineligible for assignment, the Assignor shall rescind the referee's schedule and re-issue the assignments. An ineligible official may be used only as a last resort, if the Assignor has exhausted all other possibilities.

- **Election Committee**

- a. Each Election Committee may add, modify or delete process steps as they deem necessary to ensure the integrity of the election process.
- b. Preparation
 1. The Election Commissioner will secure the following documents from the Secretary, no later than three days prior to the election:
 - a. A confirmed, vetted election day roster
 - b. A ballot form
 - c. Tally sheets
 2. Absentee ballots will be received via email. The Election Commissioner will print out any absentee ballots in the order in which they were received, notating the date and time. The absentee ballot is to be cut so that the top portion contains the sender's name and will serve as the record of receipt. The bottom portion, which indicates who they are voting for, will be cut from that and therefore become a vote that is anonymous to everyone except the Election Commissioner. Each half of the email will receive a number. Should it be necessary to match these votes up later for verification, this will be the method to do so.
 3. On election day, the Election Commissioner will print out:

- a. Voting roster
 - b. All absentee ballots that have been received as of 5:00 pm, after which they will no longer be accepted
 - c. Blank ballots
 - d. Tally sheets
4. The Election Commissioner and two volunteer assistants will report to the election meeting site prior to 6:15 pm.
 5. At the site, the Election Commissioner and the volunteer assistants will tally all absentee votes. One volunteer assistant will count them and record on his/her tally sheet, then the other volunteer assistant will count them and record on his/her tally sheet. If they match, no further action is required. If they do not match, they will be recounted by the volunteer assistants and the Election Commissioner. All three must now agree.
- c. Check-In Process
1. As attendees enter the meeting, they will be given a ballot and instructed not to fill it out until advised to do so. Their name will be checked off on the election day roster.
 2. During the check-in procedure, should someone who has submitted an absentee ballot show up to vote, they will not be permitted to do so. The absentee ballot must stand.
 3. At 15 minutes after the scheduled start time of the meeting, the polls will be closed. Only with the majority vote of the Election Commission may a late-arriving member be given a ballot.
- d. Voting
1. The Election Commissioner will read the list of candidates in order, starting with the President, allowing each candidate to speak for two minutes if they wish. The incumbent will speak first, unless they defer to their opponent(s).
 2. After all candidates have spoken, members will be instructed to vote. Once an individual has voted, they will take their ballot up to the Election Commissioner and place it face down in front of him/her. Once all votes have been collected, the voting has ended. Should an individual arrive during this period, they will not be permitted to vote unless there is a unanimous decision on the part of all candidates and the Election Commission.
 3. Three or more responses - If an individual receives 51% or greater of the votes, they are elected. If no candidate receives 51% or greater, the candidates receiving the top two vote totals will participate in run-off election.
- e. Tallying Process
1. The Election Commissioner and the two volunteer assistants will tally all votes. One volunteer assistant will count them and record on

his/her tally sheet, then the other volunteer assistant will count them and record on his/her tally sheet. If they match, no further action is required. If they do not match, they will be recounted by the volunteer assistants and the Election Commissioner. All three must now agree.

2. Once the results are confirmed and all three tally sheets agree, the Election Commissioner will announce the results to the membership.
- f. Tiebreaking process – if there is a tie, there will be a revote, and the entire process regarding the counting of ballots is to be repeated.
- g. Once the election has been completed and all results announced, all materials relating to the election will be placed in an envelope that will be sealed. The Election Commissioner and both volunteer assistants will sign across the flap and body of the envelope. A piece of tape will be placed across the signatures. The date of the election and location with the printed names of the Election Commission are written on the envelope and given to the Secretary for archiving.
- h. The losing candidates will have five days to challenge the results. After that time, all claims of potential fraud, miscounts or other issues are lost in perpetuity.
- i. Appendices:
 1. Appendix 1: Sample Ballot
 2. Appendix 2: Voting Roster
 3. Appendix 3: Tally Sheet

Article IX Elections

Should any office other than the President become vacant, the position shall be elected and not appointed. An email will be sent out by the President informing the membership of the vacancy and soliciting nominees, no later than seven days after notification of the vacancy. The President will indicate in the email a response deadline.

- If one candidate is nominated – no election needed.
- If two or more candidates are nominated – an election will be held at the first available general membership meeting.

Article X Remuneration

- a. The Assignor is compensated at a rate of 6.5% of the game fee, which is deducted from the paysheet of each official.
- b. The Treasurer is compensated at two-thirds of the administration fee (which is 3% of the invoiced amount to the schools for their games).
- c. The Secretary is compensated at one-third of the administration fee.
- d. Any member receiving remuneration may elect not to receive said monies or a portion thereof and designate them for another purpose or to another individual.

Article XI Conduct

- a. The process of suspension, expulsion and/or termination shall be carried out in good faith. Any member at risk of suspension, expulsion and/or termination shall be given at least three business days prior written notice. Said notice shall state the reasons for the action, and shall give the member an opportunity to be heard orally or in writing. The affected party has five business days to respond to the notice. The decision of the Executive Committee can be appealed to the Judicial Committee. The Judicial Committee shall conduct a hearing. The Judicial Committee may uphold, reject or suggest modifications to the action proposed by the Executive Committee. The Judicial Committee's decision may be appealed to the general membership. A special meeting will be held for the appeal, and a vote will be held no later than 14 days after the Judicial Committee's decision.
- b. This Association shall require its members to conform to the NFHS written code of conduct, found in the NFHS rule book. Complaints or concerns regarding the competency or professionalism of an official shall be immediately communicated to that official and presented to the Executive Committee in written form. The Executive Committee shall meet to discuss the situation.
- c. No official shall be denied any assignment without review. However, in the case where potential criminal charges could arise, which puts the safety of players or the integrity of the Association at risk, an official may be immediately removed from their assignments. The Assignor and the Association will be held harmless by the official for the removal from said games.
- d. Should a member of the Association become ineligible for assignment, the Assignor shall rescind the referee's schedule and re-issue the assignments. An ineligible official may be used only as a last resort, if the Assignor has exhausted all other possibilities. A report to the Executive Committee only shall be made within one week if an ineligible official is assigned a game.

Article XII Amendment

No Policies & Procedures apply.

Article XIII Budgeting and Expenses

No Policies & Procedures apply.

Article XIV Dissolution or Sale of Assets

No Policies & Procedures apply.

Article XV Fiscal Year

No Policies & Procedures apply.