



Washington State Referee Committee Policy & Procedure Handbook January 2012

Revised November 14, 2012

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Policy

All functions/businesses impacting State Referee Committee (SRC), dealings with Referee Chapters and Referees in the state of Washington must be conducted according to the policy contained herewith.

Article I Business Plan

The fiscal year must not begin without a Business Plan which has specific goals and objectives with budget to support the Plan and Operating Plan to conduct the SRC business.

Article II Budgets

A yearly approved budget must be in place before the beginning of the fiscal year. The State Referee Committee (SRC) has the authority to approve the budget.

Article III SRC Meetings

The Committee must hold at least four meetings during a fiscal year OR every other month, as needed, to review the program progress as defined in the Business Plan and to monitor the financial status. The SRC meeting dates should be set in the beginning of the fiscal year and published on the SRC web site calendar as well as publicized in the website "What's New" section such that any member of the Washington State Referee community can attend this meeting, if they so choose.

Should the members of the Referee community wish to be in attendance to such meetings, they must inform the SRC Secretary of their desire to do so in advance. The visitors will be seated in the gallery or in the second row during the entire meeting and will not be a participant in the voting process while there is a motion on the table; however, they may make inquiries on issues or concerns during the question and discussion period.

Article IV Communication

There must be a timely communication between organizations (Inter and Intra) and individuals within SRC, and between SRC members and the members of the Referee Chapters and individuals:

- A written request must be responded to within 5 working days excepting absence from the office.
- A telephone request must be responded to within 2 working days excepting absence from the office.
- An email request must be responded to within 2 working days excepting absence from the office.
- While it is the policy of the SRC to be at all times fully transparent, in-process "discussion" on possible future policy or policy change via face-to-face discussion, any written media or electronic media on possible future policy or policy change must not be communicated by any means to non-SRC voting members. Doing so before discussion finalization and resolution can lead to miscommunication or rumor which then can cause improper & inconsistent policy implementation or frustration among Washington referees and administrators.
- USSF Communications intended to be distributed beyond their distribution is the responsibility of the appropriate Technical Director if there is one, or the SRA. This distribution must be made within 5 working days using currently available and accepted communications methods.

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- SRC Members directly communicating on SRC business with USSF on interpretation of their guidelines or policies, or other recognized organizations (Chapters, other States SRC's, etc.), are expected to distribute notes on this communication to at least the SRC Chair and Technical Directors. They should also be available for an open discussion if any of these SRC members have questions on the details of the communication. This policy does not apply to confidential personnel matters usually handled by the SRA.
- "Posting" on social media, groups or forums must always meet common socially accepted professional and business-like standards. Such postings must never bring discredit upon that individual, USSF, SRC or any of their members.

It is incumbent on the Committee to communicate with the membership on a regular basis. This communication may include, but not limited to, regular status on Referee Development Program, Clinics, Financial progress and anything that promotes complete transparency with the membership. This communication should be either directly sent to each Chapter president who in turn distributes to the membership and/or through articles posted on the SRC website or published in the State soccer Magazine - Play On!

Article V Relationship between SRC and Referee Chapters

Please see the policy [document](#) on Information and Criteria Relating to the use of USSF Referees, Instructors, Assessors and Assignors.

Article VI Travel and Business Expense Policy

The SRC Chair will approve travel and business expense requests from other SRC members. The SRA will approve the Chair's travel and business expense requests. The SRA will approve all planned regional travel/stipends after getting concurrence of the SRC.

The travel and expense policy is intended to provide a degree of latitude sufficient to allow travelers make sound travel decisions on behalf of the Washington State Referee Committee (SRC). When travelers are using SRC funds it is expected that they will exercise good judgment, and assume responsibility and accountability to keep the travel costs within reasonable levels. It is imperative on the part of travelers to decide whether a trip is necessary in the first place. Once a decision to incur the travel cost is made, then the travelers must abide by the following objectives:

- a) Individual traveling must produce a trip report to the SRC stating benefits derived from cost incurred
- b) Minimize overall travel costs
- c) Ensure safety and well-being when traveling
- d) Exercise good business decisions
- e) Encourage personal accountability

The processes that all travelers must abide by include:

- a) Reliance on individual responsibility, accountability and integrity
- b) Individual expense report review process to ensure expenses are reasonable and necessary based on a mutual determination of the traveler and the authorized signer

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(A) Scope

This travel policy applies to any traveler who is authorized by the State Referee Committee. Adult and Youth appointed members are not reimbursed by the SRC.

Note: This document excludes all fees and other reimbursements where policy has been established by the appropriate SRC Technical Director. This exclusion includes general office administration, web support, banking and investment services, business and legal services, training, registration, assigning, assessment, instruction, mentoring, etc. Each SRC Technical Director must establish a “Fee and Reimbursement Schedule”, subject to approval by the SRC. This “Fee and Reimbursement Schedule” must be published to all SRC members except for any portions that are deemed business confidential.

(B) Travel Approval

Travelers must get travel approved in advance from the respective Director of SRC who is paying the travel cost. Travelers must submit the expense report using the SRC provided Expense Report Form to the respective director for approval within 2 weeks of concluding the travel. Violation of this procedure will result in non-payment unless there is a just cause for this inaction.

(C) Travel Arrangements

All travel, lodging, and car rental reservations should be made using the best tools available (at this time, internet search engines such as Kayak, Priceline, etc.) It is expected that travel arrangements will be made early to take advantage of advance purchase discounts and to ensure availability. Airlines generally give the best discounts with 14 or more day advance purchases.

(D) Reimbursement for SRC Sponsored Business Travel

Members of the SRC or any person submitting business travel expenses authorized by the SRC or its designee will be reimbursed for actual air fare and associated travel, including car rental. Reasonable daily expenses will be reimbursed as defined by the current [GSA](#) domestic “Lodging Plus” per diem Schedule. It is the responsibility of the authorized signer to convey to travelers that business expenses incurred are reasonable and necessary. “Lodging Plus” is the GSA Lodging rate (+10% if necessary) + meals & incidental expenses – at the local GSA per Diem allowance. Meals & incidental expenses will be paid at 75% on the first and last day of travel.

Any expenses that are caused by the traveler’s negligence may not be reimbursed.

(E) SRC Member Reimbursement for Local Mileage

SRC members travel using a privately owned automobile within the local area for SRC business is eligible to be reimbursed at the SRC approved mileage rate. Local area travel miles can be calculated by using the odometer reading. The WSRC provided [Expense Report Form](#) must include a purpose of the trip and mileage for the trip. Requests for reimbursement are to be submitted in the incurring month and must be approved by the respective director who has authorized the trip.

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(F) SRC Members Reimbursement for SRC Business Events

- a) Members of the SRC travelling more than 50 miles to attend a scheduled SRC special meeting or Business Event are eligible to have their travel expenses reimbursed as follows;
- b) If an overnight stay is required, a one night in a hotel is authorized (subject to the policy in section (C) "Travel Arrangements").
- c) Meals according to the current GSA per meal rate.
- d) Actual mileage according to the current GSA mileage rate.

- e) Those members of the SRC not requiring an overnight stay are eligible to have their travel expenses reimbursed as stated in policy of sections (E) "Reimbursement for Local Mileage" and (G) Other Business Expenses.

(G) Other Business Expenses

Business expenses will be submitted on the WSRC provided [Expense Report Form](#) providing sufficient explanation for incurring the cost which may include:

- a) Business meals (meals necessary when out of town or necessary to support the efficiency of a meeting to conduct SRC business)
- b) Conference/Seminar fees
- c) Cost for Photo Copying and/or office supplies, long distance telephone charges
- d) Books and training materials
- e) Rentals (space, film, projectors, etc.)
- f) Recognition of an accomplishment achieved by a member(s) of the organization

(H) "Others" Committing SRC Funds

No one except the SRC Chair, Technical Directors, Treasurer and Secretary can agree to spend or commit SRC funds to any event, facility, product or service. Persons delegated to represent or coordinate with the SRC must get one of these SRC members to directly commit such obligations or expenses.

Article VII Personal Conduct and Ethics of SRC Members

Members of the SRC must at all times adhere to the personal conduct and ethics of the United States Soccer Federation, Inc. (USSF) as documented in the "Policy Manual", "Bylaws", Referee Administrative Handbook" and "Policy 531-10 – Misconduct of Game Officials."

Though not specifically mentioned in these policies, all allegations of conduct of a nature which brings discredit upon that individual, USSF, SRC or any of their members, and any criminal offenses shall be administered per "Policy 531-10 – Misconduct of Game Officials."

Should any SRC member on travel approved by the SRC be formally found in violation of any of these policies, travel costs will not be reimbursed.

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Article VIII Return of SRC Asset(s)

The asset(s) belonging to SRC must be returned to treasurer or SRA within 15 days of either retiring from or relinquishing the duties and responsibilities as an officer of the board. Failure to do so may be a cause for imposing sanctions as determined by the board.