

**CENTRAL FLORIDA RIDGE SOCCER OFFICIALS ASSOCIATION REVISED  
BYLAWS AS ADOPTED AT MEETING ON OCTOBER 20, 1993**

**PREFACE**

Central Florida Ridge Soccer Officials Association (CFRSOA), founded September 15, 1989, is recognized as the local governing body for soccer officials in Polk County, eastern Hillsborough County, and the Highlands County area by the Florida State Referees (FSR), the United States Soccer Federation (USSF), and the Florida High School Activities Association (FHSAA).

**PURPOSE**

CFRSOA is organized to provide all personnel involved in referee administration and related duties in central Florida with comprehensive, detailed guidelines for administering their respective areas of responsibility for USSF and FHSAA competition. It is the intention of CFRSOA to also provide ongoing training for referees; recruit new referees; provide opportunities for minorities and women; assist organizations by providing instructional clinics for their members.

**AFFILIATION**

CFRSOA members are certified with USSF, FHSAA, and NISOA.

**CONSTITUTION**

This body shall be known as Central Florida Ridge Soccer Officials Association, and may be identified as CFRSOA in the conduct of its business and in all its official correspondence.

**CODE OF ETHICS**

1. I shall always maintain the utmost respect for the game of soccer.
2. I will conduct myself honorably at all times and maintain the dignity of my position.
3. I shall always honor a contractual obligation.
4. I will endeavor to attend local meetings and clinics so as best to know the Laws of the Game and their proper interpretation.
5. I will always strive to achieve maximum team work with any fellow referees and linesmen.
6. I shall be loyal to my fellow referees and linesmen, and never knowingly promote criticism of them.
7. I shall be in good physical condition so as to be in the right place at the right time.
8. I will control the players effectively by being courteous and considerate without sacrificing firmness.
9. I shall do my utmost to assist my fellow officials to better themselves and their work.
10. I shall not make statements about any game except to clarify an interpretation of the Laws of the Game.
11. I consider it a privilege to be a part of USSF and CFRSOA and I will strive to make my actions reflect credit upon those organizations and its affiliates.

CFRSOA has adopted the USSF Referee Administrative Handbook for all USSF sanctioned matches and FHSAA Officials Handbook for all FHSAA sanctioned matches.

**ORGANIZATIONAL RULES**

There will be a general membership meeting on the first Tuesday of May each year to elect the board of directors. Terms will be for two years with the VP, Youth Representative and Treasurer initially voted on for one year terms, thus enabling the board to be staggered to assure continuity. President, Senior Representative, Registrar and Secretary will be initially voted on for two years. The President may serve two consecutive terms at a time. The President may serve again after being out of Presidency for two years.

Each officer has the responsibility to perform other duties as determined by the board.

In the event the President's position is vacant, the Vice President will assume his responsibilities.

In order for there to be a legal meeting of the board of directors, a quorum of four of the seven normally voting members must be present. A majority of those present is required to pass motions.

In order to change the bylaws, a member must submit the proposed change, in writing, by certified mail, to the Secretary, sixty days prior to the Annual General Meeting, and requires two-thirds of the membership, including written proxies, to change these by-laws.

### **PRESIDENT'S RESPONSIBILITIES**

Preside at all meetings of CFRSOA; oversee the operation and management of the association; appoint all committees, chairs of committees and commissions subject to approval of the board of directors; render an annual report to the board of directors seven days prior to the annual general meeting and vote on board decisions only in the event of a tie.

### **VICE-PRESIDENT'S RESPONSIBILITIES**

Assist the president in the performance of his duties; exercise all the powers of the president in his absence and have the right to vote on board decisions.

### **SECRETARY'S RESPONSIBILITIES**

Keep a record of all board meetings and general membership meetings; maintain a roll of all individuals at each meeting; record the minutes of the proceedings at such meetings; maintain the records and correspondence of CFRSOA; ensure that notices of each meeting are mailed each month; mail a copy of the minutes to the board members each month, and have the right to vote on board decisions.

### **TREASURER'S RESPONSIBILITIES**

Keep full and accurate accounts or receipts and disbursements of CFRSOA; make all disbursements for items that are contained in the budget; report in writing at the monthly meetings on the state of finances; arrange for the federal income tax return to be completed.

### **REGISTRAR**

Responsibilities include registering new referees, maintaining a current list of referees in our association, providing a list to the Secretary and/or affiliated leagues upon request, and maintaining a list of current FHSAA referees and their registration numbers.

### **YOUTH REPRESENTATIVE**

Responsibility is to act as a liaison between youth leagues and CFRSOA, and provide input from these leagues.

### **SENIOR REPRESENTATIVE**

Responsibility is to act as a liaison between any affiliated Florida State Soccer Association league and CFRSOA, and provide input from this league.

### **IMMEDIATE PAST PRESIDENT**

Shall be entitled to all privileges of this association, including the right to make and second motions and vote on board agenda.

### **EVALUATION, GRIEVANCE, ASSIGNMENT, RECRUITMENT, TRAINING, AND RECOMMENDATION COMMITTEES**

These committees have been established to conform to the requirements of FHSAA and are to perform duties related to FHSAA high school refereeing only. Each committee shall consist of a chairman selected by the President, and members selected by the chairman, subject to the approval of the President. Responsibilities include performing duties as required by FHSAA.

### **REMOVAL FROM OFFICE**

An officer of this association may be removed from office for reasonable cause by due process of a Special General Meeting of the CFRSOA and upon a vote of two-thirds of those present and voting. The submission to the Secretary of a petition for recall signed by majority of Association members shall add the recall matter to the formal agenda of the monthly meeting.

### **ETHICS AND GRIEVANCE PROCEDURE PURPOSE**

The intent is to define a general policy and guideline under which the CFRSOA may determine whether individual members act within acceptable limits so far as ethical conduct or conflict of interest are reflected in their conduct as referees, and take action to discipline members who have acted outside acceptable limits as indicated herein.

## **POLICY**

Membership is a privilege offered and granted to individuals who perform capably as referees. It carries with it an obligation for each individual member to uphold and promote the stated goals and objectives of the Association and do nothing to bring the CFRSOA into disrepute or work against its goals and objectives. Any conduct which is considered unethical or as conflict of interest shall be subject to discipline by the CFRSOA.

## **PROCEDURE**

Any member or affiliated body may file a complaint of unethical conduct or conflict of interest against any referee.

All complaints must be made in writing to the duly authorized grievance chairman. His committee shall investigate the matter to its satisfaction, and then take appropriate action to either dismiss the charge(s) as unsustainable, or to invoke the appropriate discipline as prescribed under the "Table of Penalties".

The CFRSOA board of directors will take jurisdiction when a member of the Grievance Committee is the subject of the complaint or if the Grievance Committee is unable to render a decision within seven days of the complaint or if the aggrieved party appeals the decision. The State Referee Administrator will take jurisdiction of USSF grievances and the FHSAA will take jurisdiction of FHSAA grievances when the CFRSOA cannot render a decision within seven days of receiving the complaint or if the aggrieved party appeals the decision.

All final decisions must be rendered in writing, and copies mailed within seven days by certified mail, of the decision, to the parties concerned.

## **TABLE OF PENALTIES**

When complaints are sustained, the action taken is to be from among the following:

1. Letter of reprimand.
2. Suspension from all active participation in the Association for a fixed period of time.
3. A fine.
4. Combination of 1, 2 and 3 above.
5. Dismissal from the CFRSOA.

The severity of discipline shall be determined by the decision making body having jurisdiction.

When felt appropriate by the decision making body having jurisdiction, the member whom the complaint is against may be temporarily suspended from active CFRSOA participation during investigation of the complaint(s) and until a decision is made.

## **APPEALS PROCEDURE**

A member who has received a USSF penalty under this policy may appeal the CFRSOA board's decision and penalty, providing:

1. He/she does so in writing with not less than six copies of the appeal being sent.
2. He/she does so within thirty days of receiving notice of the decision.
3. The applicable fee of \$100.00 in the form of a money order, cashiers or certified check shall accompany the appeal.
4. He/she follows the U.S. Soccer Federation Referee Committee Policy Statement Standards of Conducts Ethics and Grievance Procedure (see below).
5. He/she makes the appeal to the proper level above the decision making level invoking the penalty.

## **ETHICS AND GRIEVANCE PROCEDURE**

Shall be as outlined in the United States Soccer Federation Referee Administrative Handbook for USSF referees or Florida High School Activities Association handbook for FHSAA referees.