

FIRELANDS SOCCER REFEREES ASSOCIATION. INC.

OPERATING PROCEDURES

FIRST REVISION: APRIL, 1986

SECOND REVISION: MARCH, 1988

THIRD REVISION: JANUARY, 1991

FOURTH REVISION: NOVEMBER, 1992

FIFTH / CURRENT REVISION: NOVEMBER, 1995

**FIRELANDS SOCCER REFEREE ASSOCIATION, Inc.**  
**OPERATION PROCEDURES**

Section I Purpose

- 1.1 The purpose of these “Operating Procedures” is to provide procedures for the day to day operation of this Association.

Section II OHSAA, USSF and NCAA

- 2.1 The Executive Board is charged with maintaining the Association’s affiliation with the Ohio High School Athletic Association, United States Soccer Federation. And with providing the necessary record keeping, testing, meetings, etc. as required by the OHSAA, USSF and the NCAA for those members of the Association involved in these programs

Section III Dues

- 3.1 The annual dues shall be as the Executive Board recommends – subject to the approval of more than fifty (50%) percent of the **Active** members, in good standing, present at the annual business meeting or any general membership meeting provided that there has been a minimum of two (2) weeks advance notice of the meeting and the pending vote.

Section IV Types of Membership

- 4.1 **Active** members are:
- 4.1.1 Those members who are in good standing with the Association
  - 4.1.2 Only **Active** members may vote and hold office in the Association
  - 4.1.3 Active members may be either OHSAA or USSF certified or both
- 4.2 Other memberships include:
- 4.2.1 Associates – those members who are USSF grade nine (9) officials
  - 4.2.2 Emeritus – former active members who wish to participate in the fellowship of the association.
  - 4.2.3 Annual dues for the Associate and Emeritus members shall be one-third of the amount paid by **Active** members.
- 4.3 All members shall complete an application for membership and pay to F.S.R.A. Inc. all applicable fees.

## Section V Financial

- 5.1 The Fiscal year of this Association shall run from December 1<sup>st</sup> through November 30<sup>th</sup>.
- 5.2 Check Writing Authority:
  - 5.2.1 The Treasurer may approve any expense \$100 or under,
  - 5.2.2 The Executive Board shall approve all expenses over \$100
- 5.3 Audit:
  - 5.3.1 The audit of the receipts and expenses of the Association shall be performed by the Trustee's of the Corporation.
  - 5.3.2 The Trustee's shall complete the audit and report to the Executive Board prior to the annual business meeting. (Cross reference with By-Law Section 6.1-1)
- 5.4 Reimbursement Guidelines:
  - 5.4.1 The Secretary shall be paid \$200.00 annually - in the event of only a partial term he/she shall be paid one twelfth (1/12) of the \$200.00 for each full calendar month served.
  - 5.4.2 The treasurer shall be paid \$100.00 annually - in the event of only a partial term he/she shall be paid one twelfth (1/12) of the \$200.00 for each full calendar month served.
  - 5.4.3 Any member requested by the President or Executive Board to represent the Association at a school, league or state meeting shall be paid; (unless directly reimbursed by said organization)
    - a.) Mileage per IRS guidelines
  - 5.4.4 Officers will be reimbursed for FSRA administrative expenses such as long distance telephone charges and postage after submitting itemized bills to the treasurer.
  - 5.4.5 A fee of \$10.00 will be paid to the assessor from FSRA funds for each written field assessment scheduled by the Asst. State Director of Assessment. This includes both OHSAA and USSF field assessments.
  - 5.4.6 Regarding game assignments, all surcharges and fees paid by individual referees for the OHSAA Secretary or OHSAA Assignor services will be collected by the OHSAA Secretary. All monies collected shall be deposited with the Treasurer in a timely and efficient manner. Compensation and reimbursement to the OHSAA Secretary or Assignor will be paid by the Treasurer.
  - 5.4.7 Referees will pay to the OHSAA Secretary a twenty-five (\$25.00) dollar surcharge to cover administration costs of this program. This fee must be paid prior to their receiving any games that will be assigned by this Association. This fee has no pertinence on the number of games that one may receive. This clause does not release the referee from their obligations in game assignments covered by OHSAA contract.

## Section V Financial (Con't)

- 5.4.8 Non Firelands Referees who wish to receive assignments for OHSAA games through Firelands Assignors shall become members of this association prior to their receiving ANY games from Firelands Assignors. If a referee fails to pay all fees pertinent to the area of which he/she wishes to participate in, that referee will not be allowed to re-register as a member with this association in the following year.
- 5.4.9 The OHSAA assignor will provide at regular intervals during the year backup copies of the High School assignment database on magnetic disc to the FSRA OHSAA Secretary for archival purposes. These copies become property of the Association.
- 5.4.10 In the event that the OHSAA Assignor fails to complete his duties during the year, the Executive Board will appoint a new OHSAA Assignor and determine his compensation, consistent with the above guidelines. This replacement will serve until the next regular election.

## Section VI Annual Meeting

- 6.1 The President Shall:
  - 6.1.1 Select a date in the month of November for the meeting
  - 6.1.2 Instruct the secretary to send written notice to the membership at least thirty (30) days in advance of the meeting
  - 6.1.3 Appoint at least three (3) members of the Association to a nominating committee at least thirty (30) days prior to the annual business meeting and charge them with presenting a recommended slate of officers at the meeting.

## Section VII Ethics

- 7.1 It is the policy of this Association that members of the Association should not actively referee in the following circumstances;
  - 7.1.1 In a league or tournament where the referee is an ACTIVE player or coach(note; this only applies to the specific age group or level involved)

## Section VIII Amendments

- 8.1 The OPERATING PROCEDURES of this Association may be amended by the recommendation of the Executive Board with the approval of the majority of the ACTIVE members present at the next membership meeting of this Association, provided that written notice of the meeting and the proposed amendment was sent to all members of the Association at least two (2) weeks prior to said meeting.

Respectfully Submitted by;  
Constitution Review Committee  
Dennis Burke, Chairmen  
Robert Knaack  
Ted Miglich

April 8, 1986

Changes and additions to revision #1 of the Constitution and By-Laws were recommended by the Executive Board (12/16/87) and then passed by unanimous vote of the membership at the regular monthly meeting on March 9, 1988, with due notice given by mail in February. This document, Revision #2 of the Constitution was approved by the FSRA Executive Board on November 5, 1988 and reprinted for the membership.

John Dorstch  
November 5, 1988

Changes to the Constitution and By-Laws regarding the OHSAA Coordinator position were submitted to the Executive Board at their meeting on October 9, 1990 and was approved. Mail notice was sent to all members and voting by the membership was to take place on the amendment on November 13, 1990. During the first meeting of the new fiscal year in which a quorum was present, namely January 8, 1991 the amendments to the Constitution and By-Laws were approved unanimously.

RDK

Changes and Additions to the Constitution and By-Laws were recommended at the General Membership Meeting in June 1995 and then passed by unanimous vote of the membership at the regular Membership meeting in November 7, 1995 with due notice given by mail in October. This document, revision #5 of the Constitution was approved by the FSRA Executive Board, and reprinted for the membership.

Respectfully Submitted by;  
Constitution and By-Law Committee  
Steve Zeise  
Pete Hussey  
November 7, 1995