

NORTH TEXAS STATE SOCCER ASSOCIATION

Referee Policy Manual

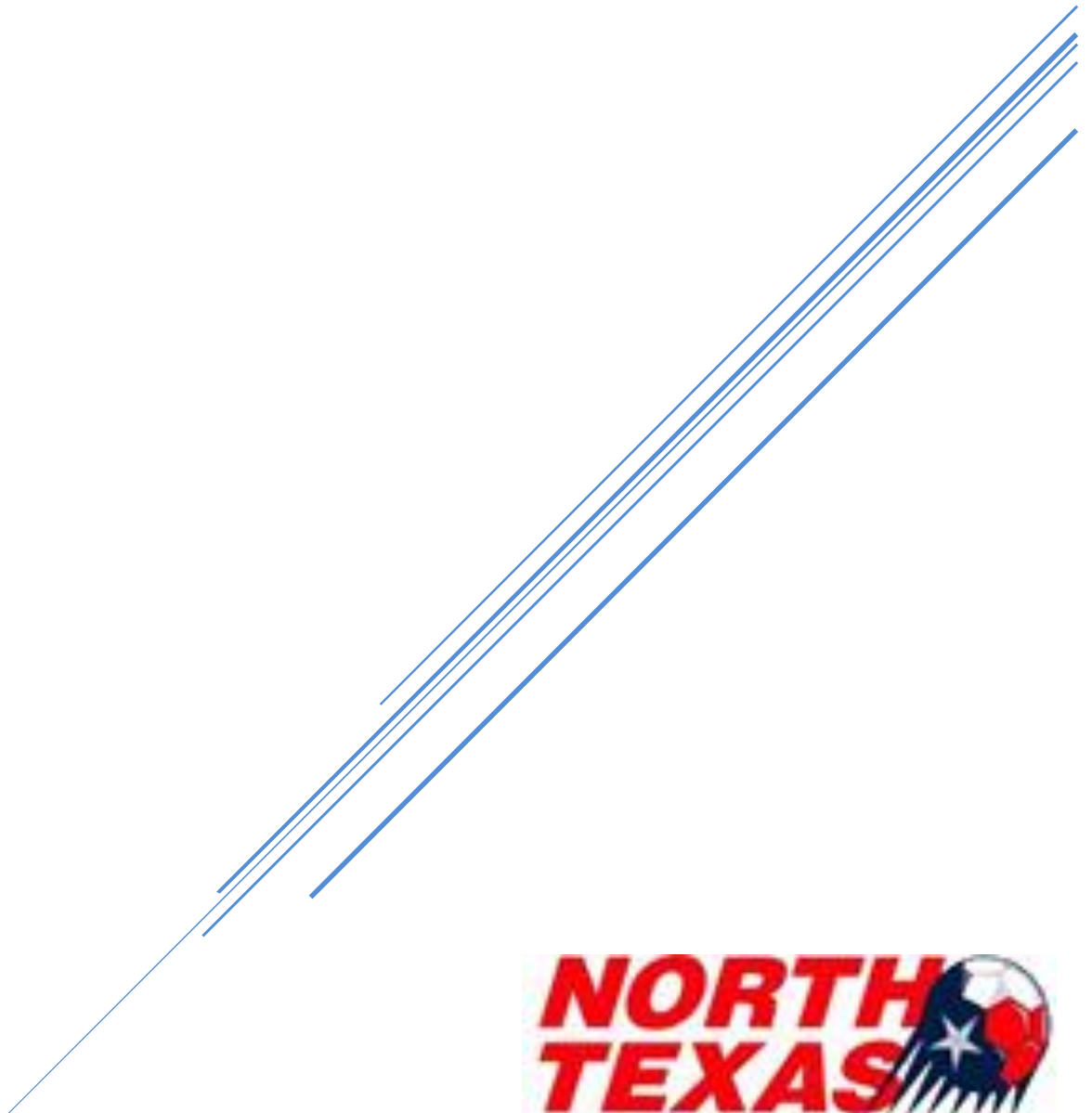


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I. GENERAL POLICIES

A. GOVERNMENT OF ASSOCIATION

1. North Texas State Soccer Association (NTSSA) shall be governed by its members, which shall consist of the Executive Officers of the Association and the recognized delegate from each Member Association in good standing according to the NTSSA Administrative Rule Book.
2. The chairman of the Referee Committee is an elected member of the NTSSA Executive Committee. The chairman shall be elected for a term of two (2) years and may succeed himself in office. The chairman is elected in even years. The chairman shall be a registered USSF Referee and shall report the activities of the State Referee Committee, in writing, at each regular monthly meeting of the NTSSA Executive Committee.

B. REFEREES (NTSSA Rule 3.5)

1. In compliance with USSF Rules, all referees serving NTSSA and its affiliated Member Associations shall be registered with the USSF and NTSSA in accordance with current rules and regulations of the USSF National Referee Committee and the State Referee Committee.
2. All USSF referee training for certification will be under the direct supervision and direction of the State Referee Committee and SDI. No referee instructors other than those specifically trained and certified by USSF or the SDI are approved as instructors for basic referee clinics.
3. In accordance with current rules and regulations of the USSF National Referee Committee and the NTSSA State Referee Committee all referee assignors (or schedulers) must have satisfactorily completed the approved assignor clinic and be registered with USSF and NTSSA. The use of unregistered referee assignors is approved only in an emergency situation and is limited to the balance of the current season.

C. CRIMINAL BACKGROUND CHECKS

1. Every person over the age of 17, who at any time could be expected in the performance of their duties to be alone with any registered youth player, must in the manner prescribed by the current NTSSA procedures, annually provide the necessary information required by NTSSA so that a criminal background check may be obtained.
2. For purposes of this procedure, at a minimum, all coaches, assistant coaches, managers, trainers, referees, volunteer administrators, board members, and staff/employees are included. Others may be included if they may be alone with registered youth players.
3. This process will take place annually at the time of referee registration and in accordance with the NTSSA Administrative Rule Book.

D. REFEREE SYSTEM: OUTDOOR (NTSSA Rule 3.12)

1. The only approved referee system for all NTSSA competitions (both State and affiliated members) shall be the International Three-Referee system (a referee and

two neutral assistant referee) employing FIFA Laws of the Game (as modified herein), officiating techniques, and mechanics. The order of preference when three registered referees are not available is as follows:

- a. One Federation referee and two Federation referees as assistant referees (the standard ALL organizations should strive to meet).
- b. One Federation referee, one Federation referee as an assistant referee and one club linesman** who is unrelated to either team and not registered as a referee (only if there are not enough Federation referees as stated in a, above).
- c. One Federation referee, and two club linesmen** who are unrelated to either team and not registered as referees, acting as club linesmen, (only if there are not enough Federation referees as stated in a or b, above).
- d. One Federation referee and two club linesmen** who are not registered Federation referees and who are affiliated with the participating teams, (only if there are not enough Federation referees as stated in a, b or c above).
- e. One Federation referee, only if there are not enough federation referees or if the club linesmen are unavailable as stated in a, b, c, or d above and one referee is appropriate for the level of competition.

** Club linesmen (not registered as Federation Referees) are limited to signaling in and out of touch only.

2. Under no circumstances will the dual referee system of officiating be utilized for any NTSSA sanctioned games (which include all Member Associations league games, cup matches, and tournaments). Member Associations of NTSSA who attempt to employ this system of officiating will be declared not in good standing upon thirty (30) days written notice by the State Executive Committee. If they do not take immediate, positive steps to comply with this rule, the Member Association will be held to be not in good standing.
3. Coaches of NTSSA registered and affiliated teams shall not play a competitive league, cup, or tournament match under the dual system of officiating, nor can their teams be forced to forfeit said game(s) for refusing to play under the dual system.
4. USSF Registered referees who employ the dual system on matches involving Member or Affiliated league games or tournaments may be subject to disciplinary action by the NTSSA Appeals and Disciplinary Committee.
5. USSF Registered referees who employ the dual system on matches involving Member or Affiliated league games or tournaments may be subject to disciplinary action by the North Texas State Soccer Association Appeals and Disciplinary Committee.
6. The use of unregistered referees is approved only in emergency situations; then, the captain or coaches of two competing teams may decide on someone agreeable to both of them to officiate. In these circumstances, the decisions of that person serving as an emergency referee are just as binding as if he were a registered referee. A Member Association of NTSSA who attempts to circumvent the spirit of this rule by continually relying on this rule, or the excuse of referee unavailability as a reason not to insist upon the proper training and registration of all their referees, will be put on thirty (30) days written notice by the State Executive Committee that it is not in good standing with NTSSA. If it does not take immediate, positive steps to completely

comply with this rule, the Association will be held not to be in good standing. Member Associations that desire to free registered referees for higher level competition may require coaches or adults of their Under 6, Under 8, and Under 10 teams to each officiate one-half of their own games.

E. REFEREE SYSTEM: INDOOR

1. All indoor play shall be played in accordance with the current NTSSA - Rules for Indoor Play.
2. Indoor facilities may only use registered NTSSA Indoor Referees.
 - a. Two officials will be required for U-16, U-19 and amateurs.
 - b. Only one official shall be required for all play below U-16.

F. PARTICIPATION OUTSIDE NTSSA

1. REFEREE

- a. Any NTSSA referee traveling outside his or her home state to work games must first inform the SRA or SYRA. This can be done by email to the SRA or SYRA directly.
- b. Any referee traveling into NTSSA must provide proper credentials before being assigned to any games within NTSSA. These credentials may be provided by letter, email or voice contact from his/her home State SRA to the North Texas Soccer SRA or SYRA.

2. ASSESSORS

- a. USSF policies and procedures specifically prohibit assessors from traveling to another state to conduct assessments without the specific approval of the assessor's home state SDA and the SDA in the state where the assessment will occur. Any assessment given by an assessor without these permissions could be considered to be invalid.

G. REVIEW AND DISTRIBUTION OF POLICY MANUAL

1. The Policy Manual will be reviewed yearly in January by the State Referee Committee.
2. The Policy Manual will be posted on the NTSSA website and updated as changes are made and approved.

II. NORTH TEXAS REFEREE COMMITTEE (NTRC)

A. PURPOSE OF REFEREE COMMITTEE

1. Carry out the National Referee Development Program of the USSF.
2. Develop the quality and quantity of Federation referees, assessors, instructors, and assignors, and register those referees, assessors, instructors and assignors required to serve NTSSA in achieving excellence in officiating, governance, education, and administration.
3. The NTRC shall adopt the regulations and programs for instruction, examination, grading, registration, and administration of all USSF referees within the NTSSA in compliance with the programs and policies of NTSSA and the USSF National Referee Committee.

B. ORGANIZATION OF REFEREE COMMITTEE

1. The North Texas Referee Committee shall consist of the State Referee Chairman (SRC), Program Directors, State Administrators and Coordinators, and one member representing each administrative district as outlined in Part II. All members shall be appointed by the Chairman and approved by the NTSSA Executive Committee.
2. Upon recommendation by the Chairman, the State Referee Administrator (SRA) shall be appointed yearly by the NTSSA Executive Committee and may succeed himself in office.
3. Each program director and area administrator is appointed by the SRC, with approval by the NTSSA Executive Board, and serves a two-year term.
4. Terms automatically expire upon the election of a new SRC to enable the newly elected SRC to make appointments.
5. Any sixteen (16) members of the Referee Committee shall constitute a quorum at meetings of this Committee. Three (3) members of this Committee shall constitute a quorum in matters related to disciplinary actions.
6. Any five (5) members of the State Referee Directors Committee shall constitute a quorum and may set policy until the next NTRC meeting.
7. The NTRC shall meet at times, dates, and places determined by the State Referee Directors, but shall meet at least four (4) times a year.
 - a. Meetings will be held in conjunction with the NTSSA Annual General Meeting and the Semi-Annual General Meeting and on the last Saturdays in October and April of each year unless otherwise agreed upon by the committee at a previous NTRC meeting.
 - b. Proceedings of the NTRC shall be conducted in accordance with the latest authorized version of Robert's Rules of Order. A meeting of the NTRC shall be called upon the request of any three (3) members of the NTRC. Each voting member of the NTRC shall have only one vote at a meeting.
8. The Chairman shall preside at all meetings. In the absence of the Chairman, the SRA shall preside.

C. AREA REFEREE COMMITTEE (NTSSA Bylaws 2.7.6)

1. Each NTSSA Referee Administrative Area will have its own Area Referee Committee comprised of that Area's State Referee Committee representative as Chairman, and the elected local referee's unit President (or playing association's director of officials or referee coordinator if there is no local referee association) from each local association in the Area.
2. Each Area Referee Committee is to promptly disseminate all USSF National Referee Committee and NTSSA State Referee Committee policies, procedures, and programs to their respective local referee units, individual referees, and playing associations; and to act as advisors to the State Referee Committee forming a liaison between the playing associations, the local referees unit administration, and the individual referee in the field with NTSSA.

D. NTRC MEMBERSHIP

1. State Referee Chairman (SRC)
2. State Referee Administrator (SRA)

3. State Youth Referee Administrator (SYRA)
4. State Director of Assessment (SDA)
5. State Director of Instruction (SDI)
6. State Assignor Coordinator (SAC)
7. State Indoor Referee Administrator (SIRA)
8. Area Administrators (AA)
9. Administrative Assistant (non-voting member)

E. RESPONSIBILITIES

Each program director and area administrator is responsible for his/her area of expertise under the direction of the SRC.

1. State Referee Chairman (SRC):

The SRC is elected by the member associations and sits on the Executive Board of North Texas Soccer. This term is for two years and there is no limit to the number of terms he may serve. As chairman of the Referee Committee, he oversees all referee programs, is responsible for the budget, attends hearings, talks to member referee associations, and attends workshops. He has only one vote on the promotion committee and in other elections only has the deciding vote in case of a tie. The chairman is helped with his duties by an administrative assistant who is a paid employee of North Texas Soccer.

2. State Referee Administrator (SRA):

The SRA is responsible for submitting the registrations of all referees. For those referees wanting to advance, the SRA receives a copies of the assessments and he presents it to the Promotion Committee. Each year he also must submit to US Soccer Federation the names of people for the FIFA International list of Referees and Assistant Referees and those making application to become National Referees. Nominations for referees to attend Southern Youth Regionals originate with the SRA. In addition, the SRA has several direct reporting duties to the National Referee Committee. The SRA also attends workshops in North Texas as well as outside the area.

3. State Youth Referee Administrator (SYRA):

The SYRA is responsible for approving the registrations of all grade 09 and grade 08 referees so the SRA can submit them to US Soccer. The SYRA attends workshops in North Texas as well as outside the area.

4. State Director of Assessment (SDA):

The SDA is responsible for the assessment of referees in North Texas. This may include grade 7 referees wanting to participate in an identification process, grade 7 referees wanting to become a grade 6 and all the way up to getting assessors from outside the North Texas area for our National and FIFA referees. The SDA is also responsible for Basic Assessor Clinics as well as State Assessor clinics. The SDA approves the registrations of all assessors and for those seeking promotion as assessors. The North Texas SDA will serve as trainer for upper level assessors. He is called upon from time to time to send assessors to out-of-town tournaments for both youth and adults. He works closely with the Director of Instruction to determine in what areas referees need training and how to provide training for those wanting to advance.

5. State Director of Instruction (SDI):

The SDI is responsible for all training in North Texas. The SDI is also responsible for approving the registration of all instructors. Training provided includes entry level referee clinics (as requested by North Texas Soccer Member Associations) up to the advanced classes for upper level referees. The SDI is responsible for establishing and hosting clinics for referees seeking upgrade and assisting the SDA with assessor clinics. The SDI may be called upon to assist USSF efforts in hosting Regional Training Seminars from time to time. The SDI must also keep abreast of all law changes and memorandums in order to make sure that instructors are teaching the most current information and ensure that the entry level and recertification tests are the most current. He must travel outside of North Texas for advanced training from time to time. Each year he must evaluate the number of instructors to the number of clinics taught to determine if more instructors are needed and if either Associate Instructor or Instructor Clinics are required.
6. State Assignor Coordinator (SAC):

The SAC is responsible for approving the registrations of NTSSA assignors. The SAC must make sure each assignor is registered and uses only registered referees for game assignments. The SAC is organizes and coordinates assignor clinics for those wanting to become assignors. The SAC must ensure that only registered assignors assign State Tournaments (North Texas State Cup, Tournament of Champions, North Texas Fun Fest, Ross Stewart Memorial Invitation, and Dr. Pepper Fair Play).
7. State Indoor Referee Administrator (SIRA):

The SIRA is responsible for approving the registration, recertification, instruction, and assessment of all indoor referees. The SIRA is also responsible for updating the indoor playing rules.
8. Area Administrators (AA)

Area Administrators are assigned according to their locations and:

 - a. Attend NTRC meetings or, if time or distance does not permit, obtain minutes of the meetings and provide any relevant information to the local playing associations under the Area Administrator's jurisdictions.
 - b. Gather questions and problems from local associations and bring those problems to the NTRC meeting, if necessary, or to the appropriate program director.
 - c. Provide local referee contacts with information to access to the latest USSF memorandums and clinic schedules. Area Administrators make sure the local referee associations know about availability of referee clinics and help coordinate notification of the need for such a clinic with the SDI. They also facilitate local association requests for clinics.
 - d. Are available to attend local association meetings and answer questions.
 - e. Available for friendly assessments, if qualified, with local associations.
 - f. Obtain nominees for Young Referee of the Year Awards.
 - g. Identify potential promotion candidates.

F. ADMINISTRATIVE ASSISTANT:

The Administrative Assistant is a paid employee of NTSSA working closely with the Referee Chairman. The administrative assistant answers questions, provides information on referees, instructors, assignors, and assessors. The person works with each program director to make sure he has whatever is necessary to make his programs work. The administrative assistant puts together all clinic packets and sends them to the Instructor in Charge before each clinic and will audit each on return. The administrative assistant also distributes information to all registered assignors, associations, and the referee committee.

G. PROMOTION COMMITTEE:

The Promotion Committee is made up of the SRC, SRA, SYRA, SDA, SDI, SAC, and SIRA. This committee approves all promotions as initiated by the SRA.

1. If a referee is deemed not to be in good standing by the NTSSA Appeals and Disciplinary Committee for referee misconduct, the Promotion Committee may defer consideration of that referee's promotion for a period of twelve months after the referee's suspension ends.
2. The Promotion Committee will consider only those assessments submitted by either National Assessors or by those assessors appointed by North Texas Soccer SDA. If assessments from National Assessors outside North Texas Soccer are to be considered, they must be submitted online through USSoccer.GameOfficials.net and must recommend promotion with a score consistent with the recommendation.

III. CODES OF ETHICS

A. USSF CODE OF ETHICS FOR REFEREES

1. I will 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 will always honor an assignment or any other contractual obligation.
4. I will attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.
5. I will always strive to achieve maximum team work with my fellow officials.
6. I will be loyal to my fellow officials and never knowingly promote criticism of them.
7. I will be in good physical condition.
8. I will control the players effectively by being courteous and considerate without sacrificing fairness.
9. I will do my utmost to assist my fellow officials to better themselves and their work.
10. I will not make statements about any games except to clarify an interpretation of the Laws of the Game.
11. I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
12. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon those organizations and its affiliates.

B. NTSSA REFEREE CODE OF CONDUCT

1. I will maintain the utmost respect for the game of soccer.

2. I pledge that I will faithfully enforce the Laws of the Game and any special Rule of the Competition of the League(s) I am officiating for without prejudice or favoritism to any player, team, or coach.
3. I recognize that it is my professional duty to constantly keep abreast of any changes in the Laws or Rules of Play and to keep myself physically fit and my training refreshed.
4. I will constantly strive to improve my own refereeing techniques and always accept sincere, constructive criticism from fellow referees or official assessors without malice.
5. I pledge that I will make myself available, whenever possible, for game assignments for which I am qualified.
6. If I am a State or National USSF referee, I acknowledge that my first responsibility is to State or USSF assigned games and that I will make myself available for these assignments regardless of conflicts with local playing associations or with leagues that I may be active in as a player or as a coach.
7. I do hereby acknowledge my fellow referees' total authority over any matches over which they are duly assigned to officiate, and I pledge that I will never interfere with the carrying out of their prescribed duties, before, during, or after a match.
8. I understand that any criticism of fellow referees should be limited to constructive criticism in quiet, private referee-to-referee discussions, and then never within hearing distance of players, coaches, or spectators.
9. As a registered USSF/NTSSA referee, I will always strive to conduct myself in the highest professional manner possible, including refraining from indulging in arguments or name-calling with coaches and/or spectators.
10. I also acknowledge that if I am also a coach, player, or spectator, that my conduct towards, and my respect for, my fellow referee doing my game is more closely noticed by all concerned. I will, therefore, strive to set a very high standard of personal conduct under these circumstances to serve as an example to all.
11. I understand that I should wear only the approved USSF referee uniform with the current badge of the highest grade I am qualified for, and that my uniform be clean, neat, and in a good state of repair. I also understand that if I am a coach, I am not to wear my uniform while coaching my team.
12. I further understand that I should not partake of any type of alcoholic beverage before any game assignment, and that I should never smoke, eat, or drink while actually officiating.
13. I hereby pledge that I will always faithfully carry out my duties and obligations as a USSF referee registered with the North Texas State Soccer Association; and that I do hereby acknowledge and accept the jurisdiction of the local NTSSA- affiliated playing association I may be refereeing for, the NTSSA, and USSF, and their respective Referee Committees, where applicable, over my actions, conduct, and performance as a registered USSF referee.
14. I furthermore understand that I may be disciplined, to include being placed on probation, suspended, or refused referee registration, for significant or repetitive breaches of this Code of Conduct or any of its articles or provisions.

C. USSF CODE OF ETHICS FOR ASSIGNORS

1. I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
2. I will make the assignments based on what is good for the game and what is good for the referee.
3. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.
4. I will contribute to the continuous development of referees in the National Referee Development Program.
5. I will conduct myself ethically and professionally in the assignment process.
6. I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private, constructive, and for their benefit.
7. I will offer equal opportunity to all qualified referees and I will not discriminate against or take undue advantage of any individual or group on the basis of race, color, religion, sex or national origin.
8. I will cooperate fully in the timely resolution of any grievance hearing or complaint.
9. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization or its affiliates.

IV. FINANCIAL POLICIES

A. REIMBURSEMENT POLICIES

1. Expenses for Attendance at Referee Training (subject to approval by the SRC):
 - a. State Referee In-Service Clinic (intended for State and Emeritus referees to get advanced training and to satisfy annual renewal training requirement for State referees). State, National, and Emeritus referees traveling from over 50 miles away may receive partial reimbursement for the following expenses:
 - i. Mileage: The current NTSSA approved mileage reimbursement may be paid for all miles in excess of 100 miles round-trip for two or more referees traveling together by car. One-half the reimbursement will be paid if there is one referee per car.
 - ii. Airfare: One-half the lowest available airfare may be paid. A receipt must be provided.
 - iii. No reimbursement for meals.
 - iv. Other travel expenses necessary, such as airport parking, may be reimbursed at a rate of 50% of actual expenses. Receipts for all items must be provided.
 - v. Lodging charges may be reimbursed to referees who are not reasonably able to return home the same evening. If two referees occupy one room, the entire cost will be paid. If one referee per room, one-half of the room rate will be paid. Only one night's lodging may be paid. A receipt is required.
 - b. State Referee Advancement Clinic (intended for Grade 07 referees to satisfy training requirement for promotion to State Referee. Referee Grade 07, State, National, and Emeritus referees traveling from over 50 miles away may receive partial reimbursement under the same policies described in IV.a.i.

- c. Referee In-Service Clinics (intended for Grade 07 referees). No reimbursement of expenses.
2. Expenses for Attendance at Instructor and/or Assessor Clinics within North Texas (subject to approval by the SRC): Instructors and Assessors traveling from over 50 miles away may receive partial reimbursement for the following expenses.
 - a. The current NTSSA approved mileage reimbursement may be paid for all miles in excess of 100 miles round-trip.
 - b. Full fare for the lowest available airfare may be paid. A receipt must be provided.
 - c. No reimbursement for meals.
 - d. Other travel expenses necessary, such as airport parking, may be reimbursed. Receipts must be provided.
 - e. Lodging charges may be reimbursed to referees who are not reasonably able to return home the same evening. If two referees occupy one room, the entire cost will be paid. If one referee per room, one-half of the room rate will be paid. Only one night's lodging may be paid. A receipt is required.
3. Expenses of Guest Speakers: Payment for speakers fees and expenses is generally considered to be optional and the discretion of the host association. Referees and instructors acting as guest speakers for local associations and referee groups will not be reimbursed by the Referee Program unless approved in advance by the SRC.
4. Expenses for State Scheduled Fitness Tests: Those who are administering a state fitness may submit an expense for aiding with or conducting the fitness test. The fee will be \$25.00 for the recertification session plus standard mileage.

B. EXPENSE VOUCHERS

1. Vouchers must be correctly completed and submitted to the North Texas Soccer program director for review and approval.
2. Upon receipt, vouchers are approval by the appropriate program director and chairman before being sent to accounting for processing.
3. Vouchers for instruction and assessments must be submitted within 30 days of completion. The SRC may withhold payment for violations of reimbursement procedures.

V. REGISTRATION POLICIES

A. GENERAL REQUIREMENTS

1. Registration is for the calendar year, January 1 through December 31. A referee is considered registered once the grade requirements have been met and the online registration is approved by the SRA or SYRA as appropriate.
2. Partial year Registration: Any new referee registering after June 1 will be registered for the balance of the current year as well as the next calendar year. This does not apply to re-registration (section V.A.3.c).
3. Recertification and re-registration:
 - a. Online recertification will normally begin after the July All-Referee Clinic, but no later than September 1st each year.

- b. Any referee recertifying after January 31 will be required to pay a \$10.00 administration fee in addition to the appropriate registration fee for his/her grade.
 - c. Re-registrations will not be accepted by USSF after June 30 therefore NTSSA will close on-line registration on June 15th of each year in order to meet the USSF deadline. Any referee wishing to re-register after June 30 must register for the next calendar year and may not be assigned games until January 1.
4. Referees Not Registered in Previous Years:
- a. A previously certified and registered referee not registered the preceding year may be certified at the grade previously held after completing the requirements for that grade. Beginning with the 2015 registration year, Grade 6 referees will be required to re-register as a grade 7 until they meet the Grade 6 requirements.
 - b. Grade 9, 8, or 7 referees who miss 1 or 2 consecutive years of registration can be re-registered at the same grade after completing the current online referee re-certification training and/or test.
 - c. Grade 9 or 8 referees who miss 3 or more consecutive years of registration can be re-registered after taking the entire Entry Level Referee Training Course for their respective grades.
 - d. Grade 7 referees who miss 3 or more consecutive years of registration may take the online Grade 7 training and/or test to regain their previous grade after they complete the entire Grade 8 Entry Level Referee Training Course.
5. Downgrading: A referee may be downgraded if the referee fails to meet any of the grade standards. A referee can only be registered at the level for which the standards have been met. The referee's grade may be restored as soon as the standards for that grade have been met.
6. Assessments:
- a. For promotion Grade 6 referees must have three passing assessments: one line assessment on U-17 competitive or higher, one middle assessment on U-17 to U-19 competitive (approved Developmental Academy matches qualify), and one middle assessment on a Division 2 adult match or higher.
 - i. The two middle assessments must be completed by two different State Assessors.
 - ii. The referee must have more passing assessments than non-passing. Two failing assessments in an upgrade cycle stops the upgrade process for the remainder of the upgrade cycle.
 - b. For recertification Grade 6 referees must have two passing assessments as middles conducted by two different State Assessors. This does not apply if the game is judged not a sufficient test. Assessments can be used only once for either purpose.
 - i. The two middle assessments must be completed by two different State Assessors.
 - ii. Two failing assessments in a recertification cycle stops the recertification process for the remainder of the upgrade cycle.

7. Indoor: Registration of indoor referees must be done through the SIRA. To recertify to referee indoor games, the referee must complete the annual online registration through ntxreferees.gameofficials.net.
8. Underage: Not all states have the same minimum age requirements for specific referee grades. A registered USSF referee who does not meet the NTSSA minimum age requirement may recertify but will not be assigned games until he/she meets the required age.

B. GRADE REQUIREMENTS

1. **Grade 9 Recreational Referee:**

- a. May only referee games requiring only indirect free kicks.
- b. Registration requirements:
 - i. Minimum Age: 12
 - ii. Clinic:
 - (a) 5 ½ hours
 - (b) Written Recreational Referee Grade 9 exam with minimum grade 75%
 - (c) Clinic fee:
 - (i) Course fee: \$25.00
 - (ii) USSF registration: \$40.00
 - (iii) Insurance: \$5.00
 - (iv) Processing fee: \$5.00
- c. Recertification requirements:
 - i. Online Recreational Referee Grade 9 exam with minimum grade 80%
 - ii. Recertification Fees:
 - (a) USSF registration: \$40.00
 - (b) Insurance: \$5.00
 - (b) Processing fee: \$5.00
- d. Upgrade requirements to Grade 08 (*see Grade 8 requirements V.B.2*)

2. **Grade 8 Referee:**

- a. May officiate as referee/assistant referee up to and including U-16 competitive and recreational youth
- b. Registration requirements:
 - i. Minimum Age: 13
 - ii. Clinic:
 - (a) Online prerequisite course and 8 hours in-person clinic
 - (b) Written Referee Grade 8 exam with minimum grade 75%
 - (c) Clinic fees:
 - (i) Course fee: \$30.00
 - (ii) USSF registration: \$40.00

- (iii) Insurance: \$5.00
 - (iv) Processing fee: \$5.00
 - c. Recertification requirements:
 - i. Online Referee Grade 8 exam with minimum grade 85%
 - ii. Recertification fees:
 - (a) USSF registration: \$40.00
 - (b) Insurance: \$5.00
 - (b) Processing fee: \$5.00
 - d. Upgrade requirements to Grade 07 (*see Grade 7 requirements V.B.3*)

3. Grade 7 Referee:

- a. May officiate as referee/assistant referee up to amateur adult games
- b. Registration requirements:
 - i. Minimum Age: 16
 - ii. Clinic:
 - (a) Online course addressing issues faced in amateur adult matches
 - iii. Online Referee Grade 7 exam with minimum grade 85%
 - iv. Fees:
 - (i) USSF registration: \$45.00
 - (ii) Insurance: \$5.00
 - (iii) Processing fee: \$5.00
- c. Recertification requirements:
 - i. Online course addressing issues faced in amateur adult matches
 - ii. Online Referee Grade 7 exam with minimum grade 90%
 - iii. Recertification fees:
 - (a) USSF registration: \$45.00
 - (b) Insurance: \$5.00
 - (b) Processing fee: \$5.00
- d. Upgrade requirements to Grade 06 (*see Grade 7 Referee Distinguished/State Candidate requirements V.B.4*)

4. Grade 7 Referee Distinguished/State Candidate:

- a. May officiate as referee/assistant referee up to amateur adult games
- b. Registration requirements:
 - i. Minimum Age: 17
 - ii. Career games: 100 games
 - iii. Clinic:
 - (a) Referee in-service: 5 hours

- (b) Online course addressing issues faced in amateur adult matches
- iv. Online Referee Grade 7 exam with minimum grade 90%
- v. Assessment: One assessment provided annually on U-17 or above
- vi. Physical fitness test: FIFA Sprint & Interval Tests
- vii. Fees:
 - (a) USSF registration: \$45.00
 - (b) Assessment fee: \$50.00 (non-refundable)
 - (c) Insurance: \$5.00
 - (d) Processing fee: \$5.00
- c. Recertification requirements:
 - i. Games at designated level: Six (6) middles and four (4) lines
 - ii. Clinic:
 - (a) Referee in-service: 5 hours
 - (b) Online course addressing issues faced in amateur adult matches
 - iii. Online Referee Grade 7 exam with minimum grade 90%
 - iv. Assessment: One assessment provided annually on U-17 or above
 - v. Physical fitness test: FIFA Sprint & Interval Tests
 - vi. Recertification fees:
 - (a) USSF registration: \$45.00
 - (b) Assessment fee: \$50.00 (non-refundable)
 - (b) Insurance: \$5.00
 - (b) Processing fee: \$5.00
- d. Upgrade requirements to Grade 6: Upgrade only at the recommendation of the SRC after all requirements have been met for Grade 7 Referee Distinguished/State Candidate. (*see also Grade 6 requirements V.B.5*)

5. Grade 6 State Referee:

- a. Registration requirements:
 - i. Minimum age: 18
 - ii. Games at designated level: 100 as Referee and 25 as Assistant Referee
 - iii. Time at Grade 7 Referee Distinguished/State Candidate: 1 year
 - iv. Training: State Advancement Clinic (19 hours)
 - (a) Must submit application to SRA by December 1 and be approved to attend
 - (b) Clinic fee: \$50.00
 - v. Written exam: USSF State Referee exam; minimum grade 75%
 - vi. Physical test required: FIFA Sprint and Interval Tests

vii. Assessments:

- (a) Two middle assessments conducted by two different State Assessors
 - (i) One adult division 2 or higher and
 - (ii) One youth U-17 competitive or higher (approved Developmental Academy games qualify)
- (a) One assistant referee assessment
 - (i) Youth U-17 competitive or higher
- (c) Before the assessment for upgrade is requested, all testing and classroom requirements must be completed at the same clinic.

viii. Fees:

- (a) USSF registration: \$75.00
- (b) Assessment fee: \$50.00 (non-refundable)
- (c) Insurance: \$5.00
- (d) Processing fee: \$5.00

ix. Upgrade cycle: The State Referee upgrade cycle will officially begin at the State Advancement clinic in January and ends Dec 31 of the same year.

b. Recertification Requirements:

- i. Games required: Six (6) games as Referee and Four (4) games as Assistant Referee on U-17 Competitive or above
- ii. Training: State In-service (5 hours)
- iii. Online USSF State Referee exam with minimum grade of 85%
- iv. Physical test required: FIFA Sprint and Interval Tests
- vi. Assessments: Two (2) middle assessments within the preceding 12 months
 - (a) One adult division 2 or higher and
 - (b) One youth U-17 competitive or higher (approved Developmental Academy games qualify)

vii. Recertification fees:

- (a) USSF registration: \$75.00
- (b) Assessment fee: \$100.00 (non-refundable)
- (c) Insurance: \$5.00
- (d) Processing fee: \$5.00

c. Upgrade requirements to Grade 05 National Candidate: Refer to US Soccer

6. Grades 15 and 16 State Emeritus Referees:

- a. May officiate ONLY at the level in which requirements have been met (refer to Referee Grades 08 and 07 above).

- b. Must have held the State grade for three (3) years prior to requesting Emeritus status. Once officially retired may regain grade by completing recertification requirements.
- c. Registration requirements:
 - i. Online USSF State Referee exam with minimum grade of 85%
 - ii. Fees:
 - (a) USSF registration: \$75.00
 - (b) Insurance: \$5.00
 - (c) Processing fee: \$5.00

7. Grades 13 and 14 National Emeritus Referees:

- a. May officiate ONLY at the level in which requirements have been met (refer to Referee Grades 08 and 07 above).
- b. Must have held the National grade for three (3) years prior to requesting Emeritus status. Once officially retired may not be reinstated to the National grade.
- c. Registration requirements:
 - i. Online USSF State Referee exam with minimum grade of 85%
 - ii. Fees:
 - (a) USSF registration: \$75.00
 - (b) Insurance: \$5.00
 - (c) Processing fee: \$5.00

8. Indoor Referees

- a. Registration requirements: Currently registered with USSF through NTSSA
 - i. Clinic:
 - (a) 12 hours
 - (b) Clinic Fee: \$30.00
 - ii. Written exam: minimum grade 75%
 - iii. Fees:
 - (a) USSF Registration: \$45.00
 - (b) Insurance: \$5.00
 - (c) Processing fee: \$5.00
- b. Recertification requirements:
 - i. Online NTSSA Indoor exam with minimum grade 75%
 - ii. Recertification fees:
 - (a) USSF registration: \$45.00
 - (b) Insurance: \$5.00
 - (c) Processing Fee: \$5.00

9. Futsal

- a. Registration requirements: Currently registered with USSF through NTSSA
 - i. Clinic:
 - (a) 12 hours
 - ii. Written exam: minimum grade 75%
 - iii. Fees:
 - (a) USSF Registration: \$45.00
 - (b) Insurance: \$5.00
- b. Recertification requirements:
 - i. Online NTSSA Futsal exam with minimum grade 75%
 - ii. Recertification fees:
 - (a) USSF registration: \$45.00
 - (b) Insurance: \$5.00

10. Lifetime Membership:

- a. Lifetime membership is bestowed upon individuals who have not only officiated for many years but have provided service to their local playing associations or the state association.
- b. Requirements
 - i. 25 continuous years of registration
 - ii. Age 60 or older
 - iii. Provided service to the local or state playing association
- c. Registration:
 - i. Annually online through ntxreferees.gameofficials.net
- d. Fee:
 - i. Insurance fee: \$5.00

VI. CLINIC POLICIES

A. INSTRUCTORS:

It is the policy of USSF and the State Referee Program that all activities conducted for the purpose of referee, assessor, or instructor training or which may be used to satisfy referee training requirements be done in coordination with the State Director of Instruction. This policy is consistent with the policies and procedures of USSF and is proper protocol. This policy pertains to all classes, clinics, and any other form of instruction provided to referee, instructors, or assessors within NTSSA. The purpose of this policy is not to restrict such training, but rather ensure that all such training is coordinated, that the SDI is aware of what is being presented, and that proper publicity is given to all appropriate referees.

B. BASIC (ENTRY) REFEREE CLINICS:

1. Member Associations may request entry level clinics by completing the online clinic request available in ntxreferees.gameofficials.net. These requests are considered

pending and generally must provide three week notice for approval and instructor assignment.

2. Exclusions: No clinics may be conducted from June 1 through the NTSSA Instructor Workshop (generally held the weekend after the AGM in July). In addition, no clinics may be held on the weekends that would conflict with:
 - a. Annual General Meeting (AGM)
 - b. Semi-annual General Meeting
 - c. Youth State Cup
 - d. Tournament of Champions

3. Clinic Fees
 - a. A host association must meet a minimum number of students based upon North Texas Soccer votes allotted to the association. 15 students is the minimum required for associations with 3 or more votes, 10 is the minimum number required for all other associations. While the clinic may be conducted with any number of students, the host Association may be responsible for payment of clinic fees for the minimum numbers.
 - b. All clinic and registration fees are paid online when the student registers for the clinic. No fees will be made payable to or collected by the Association or the Instructor.
 - c. Full payment of clinic fee is required before a student may participate. This applies to associations as well as individuals.

4. Combined clinics are not allowed due to format differences.

5. Students must have reached 12 years of age to register for a Grade 9 clinic, and 13 years of age to register for the Grade 8 clinic.

6. Association Clinic Coordinators: The host association is required to provide clinic coordinators before, during and immediately following each clinic.
 - a. Pre-Clinic Coordinator
 - i. Confirm dates, times, location, facilities.
 - ii. Help facilitate resources, tables, chairs, electricity, etc.
 - b. On-site Coordinator: Acts as representative of the host Association
 - i. Should be on-site to the maximum extent possible. Short absences coordinated with the instructor are possible. Coordinator must be on-site and opening and closing of each day's clinic session
 - ii. The clinic site must be set up classroom style with seating at desks or tables available for all students.
 - iii. Insure security of facility and equipment for the duration of the clinic.
 - iv. Responsible for all minors before, during and after the clinic schedule.
 - v. Lock, unlock and have access to equipment, facilities, electricity, etc.

- vi. Clean and restore facility as needed after the conclusion of the clinic.
7. Clinic Cancellation
 - a. The IIC/Instructors cannot cancel a clinic.
 - b. Only the host association can cancel a clinic.
 - c. If clinic is canceled less than 72 hours before clinic start time and date, the association will be assessed a \$200.00 penalty.
 - d. If a clinic is canceled at the start of the clinic, the association will be assessed a \$200.00 penalty and the fees and expenses for the instructor(s) that were present when the clinic was canceled.
 8. Student Responsibilities
 - a. Any specified on-line sessions must be completed prior to attending the on-site clinic. All sessions must be attended or made up at other NTSSA clinics to qualify for taking the exam. No credit for attendance will be given unless the Class Schedule Form has been initialed by the instructor for each session.
 - b. Students should bring:
 - i. Paper, pen or pencil
 - ii. USSF ID # if previously registered
 9. Pass/Fail: Passing grade is 75%. Students failing with a grade of 70 or better may retake the exam on-line by contacting the SDI. Students failing with a grade 69 or below may retake the clinic without charge. Any student who needs to retake a clinic must contact the NTSSA referee staff member in order to register in a future clinic without charge where space available. Students retaking a clinic must take a clinic for the same registration year as the original clinic taken.
 10. Maximums and Minimums:
 - a. 30 student maximum – Exceptions to the maximum may be coordinated with the SDI in advance at the time the clinic is requested. The SDI will review both the facility and instructor availability prior to approval of more than 30 students.
 - b. There is no minimum number of students. The host association will be billed for the number under the minimum based on their North Texas Soccer votes.
 11. Instructor-in-charge (IIC):

An Instructor-in-charge shall:

 - a. Establish and maintain contact with host association clinic coordinators.
 - b. Establish and maintain contact with clinic instructors.
 - c. Obtain and return clinic materials from/to the NTSSA office.
 - d. Provide materials to students.
 - e. Monitor student registration and insure completion of on-line prerequisite sessions.
 - f. Conduct and grade clinic exam and review missed questions with the students..

- g. Complete clinic attendance records and scores within 72-hours of clinic completion.
12. Clinics must be open to referee candidates from all NTSSA associations and leagues. Clinic reservations must be properly managed to prevent last minute clinic cancellations or undersized clinics that result in a “loss” to the host association.
13. Host associations may reserve up to 25 of the clinic spaces for referee candidates who will register with their home association(s). This limit applies even when two or more associations join to host a clinic. Reservation is done by requiring an override code for ntxreferees.gameofficials.net and keeping a roster of members who have been provided the code. Seven (7) days prior to the clinic start date all remaining (unreserved) clinic seats are to open to anyone. Override codes will be removed by the NTSSA referee staff. Anyone registering for the course who obtains the override code from someone other than the designated source may be removed from the clinic.
14. Clinic seats may not be reserved for the makeup of a session or for the re-take of a test. However, a seat may be reserved for a makeup of an entire clinic. Session make-ups may be done on a space available basis where the total clinic size will not exceed 30. Re-testing will be done online unless there is some need for special assistance for the student (i.e. reading difficulty).

C. INSTRUCTOR CLINICS:

All Instructor candidates must be recommended by an appropriate area administrator, assignor, or local referee committee officer and approved by a majority vote of the program directors. A resume from the candidate is required to register for new instructor clinic.

D. ASSESSOR CLINICS:

The following qualifications must be met to attend an Associate Assessor Clinic:

1. Must have been a minimum Grade 7 referee
2. Must have a recommendation from a current or emeritus State or National referee
3. Must be an effective communicator
4. Must have a positive reputation on and off the field
5. Must currently have or had match management skills, foul recognition and a “read” of the game at the competitive U-19 or higher level
6. By invitation only by the SDA

E. ASSIGNOR CLINICS:

All Assignor candidates must complete the Assignor Clinic provided by NTSSA and be properly registered with NTSSA and USSF each calendar year.

F. STATE REFEREE ADVANCEMENT CLINIC:

1. Candidates must request to attend and be accepted by the State Referee Directors to attend the State Upgrade Clinic.
2. Candidates must be registered for the year in which the State Upgrade Clinic is held.
3. No part of the State Upgrade Clinic may be used for recertification.

4. The number of candidates will depend on how many officials the State Referee Directors determine can be successfully assessed during the year.
5. Candidates are required to attend the entire State Upgrade Clinic each year they are in the program.
6. All upgrade requirements, except assessments, must be met at the State Upgrade Clinic.
 - a. Current requirements include: clinic hours, fitness test, written test, and assessment fees.
7. Requirements failed during the clinic cannot be made up.

VII.ASSIGNMENT POLICIES

A. CONSIDERATION OF ASSIGNMENTS:

Referee assignors shall adhere to the USSF Assignor Code of Ethics and ensure that all referees receive equal consideration for match assignments consistent with the minimum game requirements and the referee's ability and desire for advancement.

B. REGISTRATION OF ASSIGNORS:

A referee, assistant referee or fourth official in any NTSSA match may not be assigned or appointed by anyone who is not registered as a Referee Assignor with the Federation for the current year. NTSSA may allow an association to appoint an unregistered assignor in an emergency who may not serve past the end of the current seasonal year without becoming registered.

C. PRIORITY OF ASSIGNMENTS:

An appointment by the State Director of Assessment or his designee to assess at an assessor day or to conduct an assessment for promotion to or recertification as a Grade 7 Referee Distinguished/State Candidate or State Referee 2 and/or an appointment by the State Director of Instruction or his designee to conduct any instruction at any referee clinic shall have priority over any assignment to act as referee or assistant referee at any match except those listed in the Policy Statement of the United States National Referee Committee entitled "Game Priority in Referee Appointments" provided there shall be no such priority if the appointment is:

1. Within 168 hours of the scheduled match time
2. When a substantial financial commitment has been made for the referee appointment (i.e. Non-refundable airline tickets)
3. Unless the existing assignment is a high school or college playoff assignment.
4. If the appointment involves travel and the existing assignment does not involve travel.

VIII.ASSESSMENT POLICIES

A. FOCUS OF ASSESSMENTS

1. Assessors perform assessments within the State Referee Program to assist referees at all levels of the game to improve and sharpen their officiating skills.
2. Assessors should approach each match as an objective observer of the officiating team's performance in executing its duties and responsibilities. An assessor translates his/her observations into constructive feedback to reinforce areas of high proficiency and to identify areas of weakness with suggested changes that will help the officials improve and sharpen their officiating skills.

3. At the same time, the assessor is serving the SRC by providing feedback on the referee's ability to effectively officiate at the level of competition consistent with his referee grade (or requested upgrade).

B. DISTRIBUTION OF ASSESSMENT FORMS

1. The assessment of all game officials for promotion and maintenance must be submitted online through USSoccer.GameOfficials.net.
2. Reports of delinquent written feedback to the officials or delinquent report of assessments to the SDA will be reviewed and where appropriate, penalties initiated.

C. ASSESSOR DAYS

1. Associations will pay \$75 per assessor scheduled per 8 hour session. The playing association shall go to the North Texas Soccer web site and download the Assessor Day Request form, fill out the form, and submit to North Texas Soccer office with payment. The request and payment must be submitted at least 3 weeks prior to the date requested.
2. Assessors scheduled to work assessor day will be compensated at the current rate for half or full day shift plus current mileage if appropriate.

D. FEES AND COMPENSATION

1. Any referee wanting an assessment, either for upgrade or for maintenance, is required to pay for the assessments in advance with their registration through ntxreferees.gameofficials.net. The cost is \$50 for each assessment as referee. The referee must also submit his assessable game information online at ntxreferees.org.
 - a. Assessment Fees:
 - i. Grade 07 Referee Distinguished/State Candidate: \$50
 - ii. Grade 07 to Grade 06 (2 games as Referee and 1 game as AR): \$100
 - iii. Maintenance assessments: \$50 annually
 - iv. Assessments requiring a National Assessor: \$100 each assessment as Referee.
2. Assessors, officially appointed by the SDA are to be compensated \$60.00 per assessed game plus standard mileage. National assessors appointed by the SDA for National assessments are compensated based on USSF policy.

E. ASSESSOR GRADES

1. STATE ASSESSOR
 - a. Recommended Levels: Grades 5-6
 - b. Minimum referee grade attained: 6
 - c. Minimum number games assessed: 30 affiliated games at the 1st or 2nd division level
 - d. One year in grade as Assessor
 - e. Successfully complete State Assessor Training Course.
 - f. Recommendation by the SDA and approval by the DRA.
 - g. Minimum Age: 25
 - h. Re-registration requirements:

- i. Perform 8 assessments, of which 3 must be full assessments at the adult amateur level, as determined by the SDA, within the past 12 months
 - ii. Assessments must be submitted on USSoccer.GameOfficials.net and will be reviewed as necessary by the SDA.
- 2. ASSESSOR
 - a. Recommended Level: Grade 7
 - b. Minimum referee grade attained: 7
 - c. Minimum number games assessed: 15 evaluations and 20 observations on referees grade 7 and 8
 - d. One year in grade as Associate Assessor
 - e. Recommendation by the SDA and approval by the State Referee Directors
 - f. Minimum Age: 22
 - g. Re-registration requirements:
 - i. Minimum of 2 games assessments at U-19 or higher and 5 overall games within the preceding 12 months
 - ii. Formal assessments shall be submitted on USSoccer.GameOfficials.net and reviewed by the SDA as necessary.
- 3. ASSOCIATE ASSESSOR
 - a. Recommended Level: Grade 8
 - b. Minimum referee grade attained: 7
 - c. Minimum years as referee: 3
 - d. Minimum number games assessed: 15 evaluations and 20 observations on referees grade 7 and 8
 - e. Successfully complete entry-level training course
 - f. Recommendation by the SDA and approval by the DRA
 - g. Minimum Age: 21
 - h. Re-registration requirements:
 - i. Minimum of 5 developmental observations during the year
 - ii. Forms must be submitted to the SDA for review.

**NTSSA STATE REFEREE COMMITTEE
REFEREE COMMITTEE DIRECTORS**

CHAIRMAN, REFEREE COMMITTEE (SRC)
Fred Hiler

fredhiler@hotmail.com

STATE REFEREE ADMINISTRATOR (SRA)
Trent McColly

tmccolly@tx.rr.com

STATE YOUTH REFEREE ADMINISTRATOR (SYRA)
Marty Stringer

mstringer@prodigy.net

STATE DIRECTOR OF ASSESSMENT (SDA)
Rod Curry

rni.curry@verizon.net

STATE DIRECTOR OF INSTRUCTION (SDI)
Larry Huey

ntx.sdi@gmail.com

STATE INDOOR REFEREE ADMINISTRATOR (SIRA)
Bob Collins

refbob1@hotmail.com

STATE ASSIGNOR COORDINATOR (SAC)
Mickey O'Brien

mickey.obrien@yahoo.com

STAFF ADMINISTRATOR
Kathy Sexton

kathy@ntxsoccer.org

**NTSSA STATE REFEREE COMMITTEE
AREA ADMINISTRATORS**

- AA1:**
Jose Garcia jose.garcia@noaa.gov
Amarillo, Hutchinson County Youth, Pampa
- AA2:**
Justin O'Rear jo.refassignor@gmail.com
Lubbock, West Texas Men
- AA3:**
David Hisaw Dbhisawjr@aol.com
Big Spring, La Laguna, Midland, Midland Adult, Odessa,
Permian Basin Adult, Petro-plex Amateur, Statik
- AA4:**
Frank Barboza Bossbarboza@aol.com
Burkburnett, Greater Wichita Falls, Seymour
- AA5:**
Scott Perkins perkinss@acu.edu
Big Country
- AA6:**
Andy Dane refdane@yahoo.com
Cen-Tex, San Angelo, San Angelo Adult
- AA7:**
Mike Hageman M_Hageman@yahoo.com
Cooke County, Denton, Lake Cities
- AA8:**
LJ Howekk howell.lj.1@gmail.com
Glen Rose, Granbury, Mineral Wells, Stephenville,
Weatherford, Weatherford Adult
- AA9:**
Jimmy Upchurch jgu@grandecom.net
Corsicana Y-O, Freestone County, Heart of Texas,
- AA10:**
Jeff Hatfield smd003@sbcglobal.net
Birdville Area Youth, Crowley Independent, Eagle
Mountain, Ft Worth Adult, Ft. Worth Youth,
North Ft Worth Alliance
- AA11:**
Bob Simpson ntxarea11@gmail.com
Bedford-Eules, Colleyville, Grapevine-Southlake,
Greater Northwest, Hurst-United, Keller
- AA12:**
Steve Ferguson s.ferguson@planoyouthsoccer.org
Allen Youth, Anna Youth Sports Plano International,
Plano Youth, Prosper Area
- AA13:**
Ann Hicks ahicks_1@sbcglobal.net
Arlington, Burleson Independent, Burleson Independent
Adult, Cleburne, Grand Prairie, Mansfield
- AA14:**
Greg Arsenault gregarsenault@msn.com
Irving, North Texas Co-Ed, NTPSA, NTWSA
- AA15:**
Jim Parker refereeforfun@verizon.net
Carrollton/Farmers Branch, Coppell Youth,
Greater Lewisville, The Colony
- AA16:**
Tom Withrow refereereport@aol.com
Chamber Classic Soccer Alliance, Lake Highlands
- AA17:**
Richard Oishei raoishei@swbell.net
Cedar Hill, DeSoto, Duncanville, Ennis, Ferris Youth,
Lancaster, Midlothian, Oak Cliff, Red Oak/Glenn Heights
Waxahacie
- AA18:**
Jeff Murray jeff.murray18@verizon.net
Crandall Combine, Garland, Mesquite, Richardson,
Rowlett Youth, Wylie Youth
- AA19:**
Frankie Marroquin fmgmoe@aol.com
Canton, Forney Youth, Forney Adult, Henderson County,
Kaufman, Rockwall County YMCA, Royse City, Terrell,
Tri-county
- AA20:**
Tim O'Roark fletch522@aol.com
Caddo Mills, Fannin County, Greater Hunt County, Mount
Pleasant Youth, Sulphur Springs, Texoma, Texoma Adult
- AA21:**
Younes Khamir ysock12@suddenlink.net
Jacksonville, Lindale, Palestine YMCA, Tyler,
Upshur County Youth, Van
- AA22:**
Ali Piran apiran@sfasu.edu
Carthage, Greater Longview, Kilgore,
Nacogdoches Youth , Piney Woods
- AA23:**
Jim Mills jmills1964@aol.com
Frisco, Little Elm Area Youth Sports, McKinney,