

Capital Referees Operating Procedures

1. **Ethics**. Members will follow the then current:

- [Capital Referees Bylaws & Conflict of Interest Policy](#)
- TASO [Code of Ethical Conduct & Conflict of Interest Policy](#)
- [NFHS Officials Code of Ethics](#)
- Applicable code of ethics or conduct of any Affiliated Organization

Violation of these ethical rules or conviction for any felony or a misdemeanor involving moral turpitude subjects a Member to discipline.

2. **Game Assignments**. Capital Referees will contract with one or more assignors (collectively “Assignor”) who assign games to Members according to the Member’s ranking, experience, and availability.

2.1. **Arbiter**. The Assignor will use Arbiter (or other web-based system selected by the Board) to make assignments. Members are responsible for monitoring the status of assignments and maintaining their calendar showing their availability for assignments.

2.2. **New Games**. Members may be notified of assignments made using Arbiter according to the Member’s notification preferences. Members are responsible for promptly checking Arbiter to view new assignments.

2.2.1. **Accept / Decline**. The Assignor may make an assignment in Arbiter and give a Member three days to accept or decline a new assignment. If a Member declines a game this is considered a “Decline.” It is also considered a Decline if the Member does not log into Arbiter for three days.

2.2.2. **Auto-Accept**. The Assignor may make an assignment in Arbiter without giving the Member the ability to decline the assignment. If, for any reason, the Member is unable to work the assigned game, the Member must notify the Assignor within 72 hours via email, and it will be considered a “Decline.” If the Member does not so notify the Assignor, the Member is deemed to have accepted the assignment.

2.2.3. **Direct Communication**. The Assignor may make an assignment directly to the Member via telephone, email, or text message. If the Member agrees to the assignment, it shall be considered an accepted game.

2.3. **Accepted Games**. Once a Member accepts a game, the Member has created a contract agreeing to officiate that game. Members must notify the Assignor immediately if they are unable to work an accepted game.

2.3.1. **Standby Assignment**. The Board may approve the assignment of a Member to be assigned as a Standby. The Member will be paid \$20 by Capital Referees to remain available to be assigned games at the last minute. If the standby Member is assigned a game, they will receive the game fee, but not the Standby fee.

2.3.2. **Games Conflicts**. If a Member is assigned another game by another association that conflicts with an accepted game, the Assignor will work with the other association to resolve the conflict. The Assignor will work in good faith to accommodate matches that benefit a Member’s development.

2.3.3. **Injury**. If a Member is injured, they may be relieved of assignments at the discretion of President, who may require appropriate documentation. If the President determines that the Member’s reported injury is not a justifiable

excuse for not working an accepted game, the Member will be charged a Reassignment Fee.

2.3.4. **Other Conflicts.** If a Member is unable to work an accepted game for any other reason (including illness, work conflicts, personal or family issues, *et cetera*), the Member will be charged a Reassignment Fee.

3. **Training / Testing.** The Board will establish training requirements for Members.
 - 3.1. **Scrimmages.** Members are required to work at least one scrimmage per year. The Member does not receive a game fee for scrimmages. The game fee is paid directly to Capital Referees. The Member will be paid a Mileage fee by the host institution. No Assignor's fee is paid by the Members for scrimmages.
 - 3.2. **Training.** Members will attend all required training.
 - 3.3. **Online / Other Training.** Capital Referees, USSF, TASO, and other Affiliated Organizations may have additional training requirements. Members will complete all training required for the games they accept.
 - 3.4. **Testing.** Capital Referees, USSF, TASO, and other Affiliated Organizations may have testing requirements. Members will complete successfully all testing required for the games they accept. The Board will set a deadline by which Members must pass required tests. Members that do not pass the test by the deadline are not eligible to be assigned or work matches until they pass the test.
4. **Assessments.** The Director of Training and Assessment coordinates the assessment program.
 - 4.1. **Assessors.** Capital Referees may use USSF, NISOA, NFHS certified assessors, or other experienced persons approved by the Board to assess Member performance.
 - 4.2. **Assignment.** The Director of Training and Assessment will attempt to have new Members assessed during scrimmages and pre-season games. Potential Level 1 and 2 Members will be assessed annually. Other assessments will be assigned as deemed appropriate by the Director of Training and Assessment or the Board.
 - 4.3. **Member Requests.** Members may also request in writing an assessment for development or upgrade purposes. The Director of Training and Assessment will attempt to assign assessors to accommodate the Member's request.
 - 4.4. **Feed Back.** The Assessor will review their performance with the crew at the end of the match and provide the Board with a written report.
 - 4.5. **Assessment Fee** Assessors will be paid a \$30.00 fee per match and a mileage fee equal to that paid to Members. Capital Referees will pay for assessments assigned under Section 4.2. Members who request an assessment under Section 4.3 must pay the assessor at the field.
5. **Game Procedures.** Members are expected to follow the procedures below for all assigned games.
 - 5.1. **Pre-Game Communication.** The Referee (or Dual 1) will contact the crew 24 hours before a game to confirm game date, time, and site and to discuss uniform availability, equipment issues, the pay sheet, and other matters relating to the game.

If they have not received such contact, the Assistant Referees (or Dual 2) should contact the crew. Pre-game communication is recommended, but not required for pre-season tournaments.

5.2. **Arrival.** Members should arrive at the game site 30 minutes prior to game time to meet with stadium personnel, the stadium administrator, coaches, and to conduct a pregame conference with the crew.

5.3. **Pay Sheets.** The Referee game should prepare a pay sheet in advance using the information available in Arbitrator. It is highly recommended the information on the **pay sheet be typed, not written.** Completed pay sheets should be delivered as instructed at the field. If no instructions are given, it should be delivered to the box office (or ticket taker), stadium administrator, or home team's head coach (in that order of preference).

5.4. **On the Field.** Members shall be in uniform and on the field 15 minutes before game time. They will inspect the field and ball, hold a pregame conference with the timekeeper, hold the pregame conference with the head coaches and captains, and start the match at the scheduled time.

5.5. **Late Arrival.** Every effort shall be made to start games as scheduled with all crew members. If a Member arrives after game time, the following procedures will be followed:

5.5.1. The game will start on time, unless both coaches agree to delay.

5.5.2. If a Dual was assigned, the game will start with a single referee.

5.5.3. If three referees were assigned, if the Referee is late, AR1 will become Dual 1 and AR2 becomes Dual 2. If an AR is late, the Referee is Dual 1 and the present AR will be Dual 2.

5.5.4. If the late official arrives prior to the end of the first half, the late official will join the game at the next stoppage. If there are two referees, the single referee will become Dual 1. If there are three referees, Dual 1 becomes the Referee, Dual 2 becomes AR1, and the late official becomes AR 2.

5.5.5. If an official arrives after the 1st half has ended, they may not take part as a Referee or AR. The second half shall use the same officiating system used at the end of the 1st half.

5.5.6. The Referee (or Dual 1) should notify position changes to the Assignor and complete the match report. The late official should be marked as late in the game report.

5.5.7. If the crew believes this procedure is inappropriate in a particular game (or set of games), they should contact the Assignor or Board Member.

5.6. **Uniforms.** Members should dress in a professional manner, using approved uniforms following the guidelines below.

5.6.1. **Jerseys.** The Referee will determine the color jersey to be worn to avoid color conflict with the teams and, if possible, goalkeepers. **All Members are required to have long-sleeve gold and green jerseys.**

5.6.1.1. **"New Style" Jerseys.** Members are strongly encouraged to purchase only new 2016 style jerseys. The crew is discouraged from mixing current jerseys with the "old style" jerseys. **Use of "old style" jerseys is prohibited beginning January 1, 2019.**

5.6.1.2. **Sleeve Length**. Each Member may decide what sleeve length they want to wear.

5.6.2. **Shorts/Pants**. Except in inclement weather, Members should wear referee shorts. In inclement weather (below 55 degrees, high winds, or precipitation), each Member can choose whether to wear pants.

5.6.3. **Head wear**. Black hat or cap with no logo may be worn for warmth or protection from the sun.

5.6.4. **Shoes**. Members must wear predominantly black shoes.

5.6.5. **Socks**. Members should have both two and three-stripe referee socks. The Referee will determine the sock to be worn; the entire crew should match.

5.6.6. **Gloves**. Black or tan gloves may be worn in inclement weather.

5.6.7. **Prohibited clothing**. Hoodies, baggy sweatpants, and basketball shorts must not be worn. Long-sleeved undergarments may **not** be worn under short-sleeve jerseys.

5.7. **Game Reports**. The Referee will complete the Arbiter game report within 12 hours of the game. The game report must show the correct positions of the crew and if a crew member arrived after the start of the game. The text portion of the report should set out all misconduct and other important matters. For cautions, the team and number is sufficient (e.g., “Blue #4, UB”). For disqualifications, the report must also include the person’s name (e.g., “Blue #12- Adam Smith, VC”).

5.8. **Incident Reports**. The Referee is required to complete an online incident report for all disqualifications, field and uniform issues, and all other matters in the rules requiring a “report to the state association.” All incident reports must be made within 24 hours of the end of the game. [Link for TASO and for TAPPS.]

6. **Fees**. This Section outlines the fees adopted by the Board. The Board may change the types and amounts of the fees. The current fees will be available on the Capital Referees website (link).

6.1. **Membership Dues**. The Board will adopt the annual Capital Referees membership dues, as well as applicable late fees and discounts. Members must also pay applicable dues for TASO, USSF, and other Affiliated Organizations.

6.2. **Assignor Fees**. Members will pay a fee for games assigned by the Assignor. Each Member may view their account in Arbiter, which will show payments made and the fees charged.

6.2.1. **Eligibility**. To be assigned games, a Member must maintain a credit balance in their account. Member’s may view their account balance and activity on Arbiter. A negative balance indicates the Member has credit.

6.2.2. **Payments (Credits)**. Members may make payments to their accounts by any method approved by the Assignor. Each year, Members must have a credit balance of at least \$100 by January 1.

6.2.3. **Deductions (Debits)**. Match assignment fees will be deducted from a Member’s account when a game is played. The Board will negotiate with the Assignor the amount of the fee Members will pay for each game assigned, which will be posted on the Capital Referees website. A Member’s account will be charged the applicable fee when a game is played.

6.2.4. **Account Balances**. Assignor will update Members’ accounts on a semimonthly basis during the season. If a Member has a debit balance (positive),

the Member must promptly make payment to Assignor. Members must keep a credit balance through May 31.

6.2.5. **Suspension**. A Member will be automatically suspended from receiving assignments (or removed from existing assignments) if they have a debit balance. The Assignor will notify the Board of the Member's debit balance and a Board Member will deactivate the Member. The Member will be reactivated once the Assignor receives sufficient payment to give the Member a credit balance. Failure to pay a balance due may also subject the Member to discipline.

6.3. **Decline Fee**. Each Member is given three Declines per year without cost. After the initial three Declines, the Member will be charged \$5 per Decline up to three times. If a Member is charged more than three times per fiscal year, the fee shall double and subject the Member to discipline. Decline Fees are deducted from the Member's assignor's account.

6.4. **Reassignment Fee**. If a Member notifies the Assignor that the Member is unable to work an accepted game less than one week before an accepted game, the Member will pay a Reassignment Fee of \$5 to Capital Referees. If the Member notifies the Assignor less than 24 hours before an accepted game, that reassignment fee is \$15. If a Member is charged a more than two Reassignment Fees per fiscal year, the fee shall double and subject the Member to discipline.

6.5. **No-Show Fee**. If a Member fails to show up at an accepted game without notifying the Assignor, the Member will pay Capital Referees a No Show Fee equal to the highest match fee the Member missed that day and the Member's Assignor Account will be charged the normal assignment fee. The Member will submit to the Board a written explanation of why they failed to show up at the game. The No Show Fee doubles after the first instance. Members are subject to discipline for all No Shows.

6.6. **Additional Badges**. Members will pay a \$5 fee to obtain an additional badge.

6.7. **Assessment of Fees / Excuses**. The assessment of fees is automatic. Members are expected to pay all Fees as incurred, without notification or invoice. If a Member wishes to appeal the assessment of a fee, they have 7 days after the event that led to the fee to submit to the President a written request (including email) of why the fee should be withdrawn. The President may accept the request to withdraw the fee or forward the request to the Board for a final determination.

6.8. **Non-Payment of Fees**. Members will pay all fees, including Assignor's Fees, promptly when due. Members' will be charged a \$10 late fee if the balance is not paid within 30 days and an additional late fee of \$25 if the balance is not paid within 90 days. Members may be suspended if they fail to pay any fee within 30 days. Failure to pay fees may also subject a Member to discipline. No application for membership will be accepted until the applicant has paid all previously due fees and other amounts due, including late fees.