

# REFEREE POLICY MANUAL

Updated January 2024



North Texas Soccer  
Referee Program

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## **I. GENERAL POLICIES**

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### **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 chair of the Referee Committee is an elected member of the NTSSA Executive Committee. The chair shall be elected for a term of two (2) years and may succeed oneself in office. The chair is elected in even years. The chair 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. PROHIBITED CONDUCT POLICY: SAFESPORT AUTHORIZATION**

North Texas Soccer is committed to maintaining a work environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, North Texas Soccer does not permit any form of unlawful harassment, discrimination or intimidation against its employees by anyone, including managers, supervisors, coworkers, executives, directors, officers, other employees, vendors, clients, customers or third parties. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran's status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The policy also prohibits harassment on the basis of the protected status of an individual's relatives, friends or associates.

**E. 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.

## **F. 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.

## **G. 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 clicking on Submit a Travel Notification in OMS at <https://ntxreferees.omgtsys.com>.
- 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. REFEREE COACHES**

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

## **H. REVIEW AND DISTRIBUTION OF POLICY MANUAL**

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

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## **II. NORTH TEXAS REFEREE COMMITTEE (NTRC)**

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### **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, referee coaches, instructors, and assignors, and register those referees, referee coaches, 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 Chair (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 Chair and approved by the NTSSA Executive Committee.
2. Upon recommendation by the Chair, 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 five (5) members of the State Referee Directors Committee shall constitute a quorum and may set policy.
6. The State Referee Directors Committee shall meet at times, dates, and places determined by the Directors, but at least six (6) times per year.
  - a. Meetings will be held in conjunction with the NTSSA Annual General Meeting.
7. Meetings may be held in person, by teleconference, or electronically.
8. 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.
9. The Chair shall preside at all meetings. In the absence of the Chair, the SRA shall preside.

**C. AREA REFEREE COMMITTEE (NTSSA Bylaws 2.7.7.1)**

1. Each NTSSA Referee Administrative Area will have its own Area Referee Committee comprised of that Area's State Referee Committee representative as Chair, 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 Chair (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. 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 Chair (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 chair of the Referee Committee, he oversees all referee programs, is responsible for the budget, attends hearings, talks to member referee associations, and attends workshops. The chair has the duty of maintaining open lines of communication with the U.S. Soccer Referee Department. The chair has only one vote on the promotion committee and in other elections only has the deciding vote in case of a tie. Other duties include, but are not limited to: coordinating the duties and efforts of the State Director of Instructions, State Director of Assessment, and State Director of Assignment and State Assignor Coordinator. The chair is helped with assigned duties by an administrative assistant who is a paid employee of North Texas Soccer.

2. **State Referee Administrator (SRA):**  
The State Referee Administrator is responsible for overseeing the administrative and technical needs of the State Referee Association.  
  
This includes but is not limited to: verifying and processing registration records, upgrading and downgrading officials as needed, recruiting and retaining officials to ensure coverage on all affiliate games, maintaining open lines of communication with the U.S. Soccer Referee Department. The SRA, in coordination with the Administrative Assistant, is responsible for ensuring all registrations of all officials are submitted in a timely manner and before June 30 of each registration year. For those referees wanting to advance, the SRA review the records and presents them to the Promotion Committee. Nominations for referees to attend Southern Youth Regionals originate with the SRA. 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 overseeing the administrative and technical needs of the State Referee Association specific to as designated by U.S. Soccer.  
  
This includes, but is not limited to: verifying and processing registration records, organizing and instructing courses and clinics for officials, and supporting the needs of the State Referee Association. The SYRA attends workshops in North Texas as well as outside the area.
4. **State Director of Assessment (SDA):**  
The SDA approves the registrations of all referee coaches after they have completed their annual requirements. The SDA makes recommendations for those seeking promotion as referee coaches to attend advanced training and submits the recommendation to the committee for approval. The SDA is responsible for the assessment of referees in North Texas. This may include: developmental, upgrade and maintenance assessments for , Regional, and National Referees. The SDA's duty may require requesting referee coaches from outside the North Texas area for our National officials and candidates. The SDA is also responsible for Referee Mentor Clinics as well as Regional Referee Coach clinics. The North Texas SDA will serve as trainer for upper level referee coaches. The SDA will identify referee coaches to send out-of-town tournaments for both youth and adults and submit those nominations to the Committee for approval. The SDA 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 once they have completed their annual requirements. The SDI makes recommendations for those seeking promotion as instructors to attend advanced training and submits the recommendation to the committee for approval.  
  
Training provided includes: entry-level referee clinics (as requested by North Texas Soccer Member Associations), training directed for specific officials (female, etc.) and advanced training for upper level referees. The SDI is responsible for establishing and hosting clinics for new instructors, assisting the SDA with referee coach clinics and the SAC with assignor clinics. The SDI may be required 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 to make sure that instructors are teaching the most current

information and ensure that the entry level and recertification tests are the most current. The SDI may be required to travel outside of North Texas for advanced training. The SDI must evaluate the number and quality of instructors to make a recommendation to continue to use the services of certain instructors or whether additional instructor candidates should be invited into the instruction program. The SDI will submit the recommendation list to committee for approval.

6. State Assignor Coordinator (SAC):

The SAC is responsible for approving the registrations of NTSSA assignors after they have completed their annual requirements. The SAC must make sure each assignor is registered and uses only registered referees for game assignments. The SAC coordinates with the SDI to organize 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, Presidents Cup).

7. Administrative Assistant

The Administrative Assistant is a paid employee of NTSSA working closely with the Referee Chair. The administrative assistant answers questions, provides information on referees, instructors, assignors, and referee coaches. 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.

## **F. PROMOTION COMMITTEE**

The Promotion Committee is made up of the SRC, SRA, SYRA, SDA, SDI, and SAC. 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 Referee Coaches or by those referee coaches appointed or approved by North Texas Soccer SDA. If assessments from National Referee Coaches 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.

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## **III. CODES OF ETHICS**

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### **A. USSF CODE OF ETHICS FOR REFEREES**

All members of the Federation Referee Program are expected to:

1. Consider it a privilege to be part of the Federation Referee Program and use actions that will reflect credit upon that organization and its affiliates
2. Maintain the dignity of the position
3. Conduct themselves ethically and honorably
4. Treat themselves and others respectfully and honestly
5. Perform duties knowledgably and in accordance with the Laws of the Game
6. Adhere to all policies and requirements of the Federation Referee Program
7. Safeguard confidential registration and performance information
8. Give priority to all Federation affiliated assignments and programs
9. Honor all Federation affiliated assignments and obligations

10. Not discriminate against or take advantage of any individual or group on the basis of race, color, religion, sex, or national origin.

Failure to follow this Code may result in disciplinary sanctions or decertification.

## **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 referee coaches 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 Regional 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.

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## **IV. COMMUNICATION & SOCIAL MEDIA**

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### **A. SOCIAL MEDIA**

1. Consider social media communications as public at all times — even if created with private intentions. If you are going to use social media in any form, consider your communication may be read by anyone at any time.
2. You represent all soccer referees, North Texas Soccer, the North Texas Soccer Referee Program, your local playing associations, your assignors and your assigned crews. Act accordingly.
3. Promote soccer referees in a positive light and with a general feeling of pride and professionalism. You are an ambassador for the North Texas Soccer Referee Program. An official's online presence must remain professional, non-partisan and unbiased.
4. Do not wear logos of teams on apparel or gear.
5. You have a unique access to information. The same ethical restrictions that apply to any form of public speech also apply to social media. It is inappropriate to communicate specifics about your assignments, other officials, playing associations, clubs, teams, coaches, players or any related personnel.
6. Do not engage in specific play and or ruling evaluation/commentary, whether it be of a game you worked, one that you witnessed or in general about the impact of officials in any sporting event.
7. Do not utilize social media to criticize or question referees that you see on television.
8. Do not utilize social media to complain or talk about other referees at any level.
9. Communications among officials for learning purposes should be done privately and not through the use of social media.
10. Please remember: pictures taken by others can also be posted, so be sensitive to the situations in which you put yourself and how pictures can be construed. Be smart.
11. Be very sparing in the sharing of your personal information, including photos. Adjust security settings accordingly. Report fake profiles or posts to the appropriate authorities/governing bodies in a timely fashion.

12. Do not utilize social media to communicate political, religious or otherwise provocative statements.
13. Follow specific US Soccer, league or governing body social media policies.

#### **B. EMAIL**

1. Each official is required to have a unique email address to register and use <https://ntxreferees.omgtsys.com>.
2. Be mindful that email and other forms of direct communication can be made public
3. Officials should consider having a professional email address that includes their full name in the email address (ex. [johnsmith17@gmail.com](mailto:johnsmith17@gmail.com)).
4. Officials need to check their email regularly and provide timely responses to assignors, administrators and match officials when necessary.
5. Officials must maintain a professional tone in all email communication with assignors, administrators and match officials.

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## **V. FINANCIAL POLICIES**

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#### **A. REIMBURSEMENT POLICIES**

1. Expenses for Attendance at Referee Training (subject to approval by the SRC):
  - a. Regional Referee In-Service Clinic (intended for Regional and Emeritus referees to get advanced training and to satisfy annual renewal training requirement for Regional Referees). Regional, National, and Emeritus referees traveling from over 120 miles one way may receive the following:
    - i. Travel: No mileage or airfare will be reimbursed.
    - ii. Meals: No reimbursement for meals.
    - iii. Lodging: Upon approval of the SRC, lodging may be arranged at least two weeks in advance through the North Texas Soccer Referee Program for referees who are not reasonably able to return home the same evening based on double occupancy when possible. No lodging expenses will be reimbursed for lodging arrangements made independent of North Texas Soccer.
  - b. Regional Referee Advancement Clinic (intended for Advanced referees to satisfy training requirement for promotion to Regional Referees). Referees traveling from over 60 miles away may receive partial reimbursement under the same policies described in IV.A.1.a.iii.
  - c. All Referee Clinics (intended for , Regional, and Emeritus Referees). No reimbursement of expenses.
2. Expenses for Attendance at Instructor and/or Referee Coach Clinics within North Texas (subject to approval by the SRC): Instructors and Referee Coaches traveling from over 120 miles one way may receive partial reimbursement for the following expenses.
  - a. Travel: No mileage or airfare will be reimbursed.
  - b. Meals: No reimbursement for meals.
  - c. Lodging: Upon approval of the SRC, lodging may be arranged at least two weeks in advance through the North Texas Soccer Referee Program for referees who are not reasonably able to return home the same evening based on double occupancy when possible. No lodging expenses will be reimbursed for lodging arrangements made independent of North Texas Soccer.
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 assigned as Instructor in Charge for a state fitness may submit an expense for conducting the fitness test. The fee will be \$30.00 per hour for the fitness session, \$30 for responsibilities planning and setting up the event, and standard mileage.
5. Expenses for Travel to Selected Events: Referees, referee coaches and instructors selected to attend events outside North Texas (Youth and Adult Regionals and/or Nationals, etc.) will be provided travel to the event (airfare or mileage equivalent to airfare), per diem (when appropriate), and other expenses incurred while at the event (gas for delegation transportation, etc.). Expenses to and from the airport and airport parking will not be reimbursed.

#### **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 approved by the appropriate program director and chair 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.

#### **C. REFEREE DEVELOPMENT TRAVEL ALLOWANCE**

1. Advanced and above referees, who are in good standing with the state and are traveling to out-of-state events to develop their skills and advance their level, may apply for reimbursement of expenses incurred for attending an approved event up to \$250 per event for two events maximum per twelve-month period based on contributions to the state and member associations.
2. The approved events may not interfere with any North Texas Soccer tournaments or USYS tournaments which the North Texas Soccer Referee Program participates.
3. The expectation is that formal assessments and feedback will be provided by Regional and/or National Referee Coaches at these events.
4. Referees wishing to apply for an allowance must complete the “Referee Travel Allowance Request Form” on the North Texas Soccer website under Referee Forms – Forms.

The request form must be submitted to the State Referee Chair at least 30 days prior to travel and a decision whether the event will qualify for the allowance will be made within 1 week.

5. At the completion of the event, the referee must complete the “North Texas Soccer Referee Development Incentive” form to determine the amount the allowance based on involvement with North Texas Soccer.
6. Once the amount of the allowance is determined, the referee will complete and submit a “North Texas Soccer Stipend Request” form to the State Referee Chair.
  - a. Forms must be correctly completed and submitted to the State Referee Chair for review and approval.
  - b. Approved forms are sent to accounting for processing.
  - c. Travel Allowance Forms must be submitted within 30 days of completion of the approved event. The SRC may withhold payment for violations of reimbursement procedures.

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## **VI. REGISTRATION POLICIES**

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### **A. REFEREES**

1. Age Requirement: The minimum age requirement to referee is 13.
2. Registration is for the calendar year January 1 through December 31. A referee is considered registered once the license requirements have been met and the online registration is approved by the SRA or SYRA as appropriate.
3. Partial year Registration: Any new referee registering after July 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.4.c).
4. 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 December 31 will be required to pay a \$10.00 administration fee in addition to the appropriate registration fee for his/her license.
  - c. Re-registrations will not be accepted by USSF after June 30; therefore, NTSSA will close online 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.
5. Referees Not Registered in Previous Years:
  - a. A previously certified and registered referee not registered the preceding year may be certified at the license previously held after completing the requirements for that grade. Advanced and Regional Referees will be required to re-register as a Referee until they meet the previously attained license requirements.
  - b. Referees who miss up to three consecutive years of registration can be re-registered at the same license after completing the current online referee re-certification training and/or test.
  - c. Referees who miss four or more consecutive years of registration can be re-registered after taking the entire Entry Level Referee Training Course for their respective license.
6. Downgrading: A referee may be downgraded if the referee fails to meet any of the license standards. A referee can only be registered at the level for which the standards have been met. The referee's license may be restored as soon as the standards for that level have been met.
7. Indoor: Registration of indoor referees must be done through the SRA. To recertify to referee indoor games, the referee must complete the annual online registration through <https://ntxreferees.omgtsys.com>.

### **B. INSTRUCTORS**

1. Becoming an instructor:
  - a. To become an instructor, individuals must submit a resume to the SDI and be approved by the State Referee Committee in order to attend an instructor clinic.
  - b. Candidates must demonstrate comprehensive knowledge of the subject matter and display effective practical skills as evaluated and determined by the course instructor(s) assigned by the State Referee Committee.
  - c. The candidate must instruct one clinic and field session assigned by the State Referee Committee.
2. Registration is for the calendar year January 1 through December 31. An instructor is considered registered once the license requirements have been met and the online registration is approved by the SDI as appropriate.

3. Partial year Registration: Any new instructor registering after July 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.B.4.c).
4. 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 instructor recertifying after December 31 will be required to pay a \$10.00 administration fee in addition to the appropriate registration fee for his/her license.
  - c. Re-registrations will not be accepted by USSF after June 30; therefore, NTSSA will close online registration on June 15th of each year in order to meet the USSF deadline. Any instructor wishing to re-register after June 30 must register for the next calendar year and may not be assigned clinics until January 1.
5. Instructors Not Registered in Previous Years:
  - a. A previously certified and registered instructor not registered the preceding year may be certified at the license previously held after completing the requirements for that grade. and Regional Instructors will be required to re-register as a Instructor until they meet the previously attained license requirements.
  - b. Instructors who miss up to three consecutive years of registration can be re-registered at the license after completing the current online Instructor's re-certification training and/or test.
  - c. Instructors who miss four or more consecutive years of registration will be required to take the entire 5Instructor course again.

## **C. REFEREE MENTORS & COACHES**

### **Referee Mentors**

1. Becoming a Referee Mentor:
  - a. To become a Referee Mentor, individuals must submit a resume to the SDA and be approved by the State Referee Committee in order to attend a Referee Mentor clinic.
  - b. Candidates must demonstrate comprehensive knowledge of the subject matter and display effective practical skills as evaluated and determined by the course instructor(s) assigned by the State Referee Committee.
  - c. The candidate must lead one field session and one video analysis training and conduct one assessment under the supervision of a Regional or National Referee Coach.
2. Registration is for the calendar year January 1 through December 31. A Referee Mentor is considered registered once the license requirements have been met and the online registration is approved by the SDA as appropriate.
3. Partial year Registration: Any new referee coach registering after July 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.C.4.c).
4. 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 Mentor recertifying after December 31 will be required to pay a \$10.00 administration fee in addition to the appropriate registration fee for his/her license.
  - c. Re-registrations will not be accepted by USSF after June 30; therefore, NTSSA will close online registration on June 15th of each year in order to meet the USSF

deadline. Any Referee Coach wishing to re-register after June 30 must register for the next calendar year and may not be assigned assessments until January 1.

- d. Each mentor must lead one field session and one video analysis training and conduct one annually for recertification.
5. Referee Mentor Not Registered in Previous Years:
  - a. A previously certified and registered Referee Mentor not registered the preceding year may be certified at the license previously held after completing the requirements for that license.
  - b. Referee Mentors who miss up to three consecutive years of registration can be re-registered at the Referee Mentor license after completing the current online Referee coach's re-certification training and/or test.
  - c. Referee Coaches who miss four or more consecutive years of registration will be required to take the entire Referee Mentor course again.

#### **D. ASSIGNORS**

1. Becoming an assignor:
  - a. To become an assignor, individuals must successfully complete an assignor clinic.
2. Registration is for the calendar year January 1 through December 31. An assignor is considered registered once the license requirements have been met and the online registration is approved by the SAC as appropriate.
3. Partial year Registration: Any new assignor registering after July 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.D.4.c).
4. 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 assignor recertifying after December 31 will be required to pay a \$10.00 administration fee in addition to the appropriate registration fee for the license.
  - 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 assignor wishing to re-register after June 30 must register for the next calendar year and may not assign any officials until January 1.
5. Assignors Not Registered in Previous Years:
  - a. A previously certified and registered assignor not registered the preceding year may be certified after completing the requirements.
  - b. Assignors who miss up to three consecutive years of registration can be re-registered completing the current online assignor requirements.
  - c. Assignors who miss four or more consecutive years of registration will be required to take the entire assignor course again.

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## **VII. LICENSE REQUIREMENTS**

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### **A. REFEREES**

#### **1. Referee**

Qualified to officiate competitive, small-sided or recreational youth matches and amateur adult matches

- a. Registration requirements:
  - i. Minimum Age: 13
  - ii. Training: Online and in-person component
  - iii. Laws of the Game Quiz: Online Quiz

- iv. SafeSport & Safe Soccer Training: Ages 18 and older
- v. Background Check: Ages 17 and older
- vi. Fees:
  - (a) Clinic fee: \$20.00 (non-refundable)
  - (b) USSF registration: \$40.00
  - (c) Insurance: \$5.00
  - (d) Online & background check fee: \$15.00
- b. Recertification requirements:
  - i. Training: Online component
  - ii. Laws of the Game Quiz: Online Quiz
  - iii. SafeSport & Safe Soccer Training: Ages 18 and older
  - iv. Background Check: Ages 17 and older
  - v. Fees:
    - (a) USSF registration: \$40.00
    - (b) Insurance: \$5.00
    - (c) Online & background check fee: \$15.00
- c. Upgrade requirements to **Advanced** (see Advanced Referee requirements VI.B.2)

## 2. **Advanced Referee**

Qualified to officiate competitive, small-sided or recreational youth matches and amateur adult matches and will be eligible for regional and national events

- a. Registration requirements:
  - i. Minimum Age: 17
  - ii. Experience: 100 games – any level
  - iii. Training
    - (a) In-Person Component: 3 hours
    - (b) Online component addressing issues faced in amateur adult matches
  - iv. Laws of the Game Quiz: Online Quiz
  - v. SafeSport & Safe Soccer Training: Ages 18 and older
  - vi. Background Check: Ages 17 and older
  - vii. Physical fitness test: FIFA Sprint & Interval Tests (see section VII.A for requirements)
  - viii. Fees:
    - (a) USSF registration: \$40.00
    - (b) Insurance: \$5.00
    - (c) Online & background check fee: \$15.00
    - (d) Assessment fee: \$75.00 (non-refundable)
    - (e) Fitness test fee: \$10.00 (non-refundable)
  - ix. Assessment: One assessment (see section VIII.A for criteria)
- b. Recertification requirements:
  - i. Training
    - (a) In-Person Component: 3 hours
    - (b) Online component addressing issues faced in amateur adult matches
  - ii. Laws of the Game Quiz: Online Quiz
  - iii. SafeSport & Safe Soccer Training: Ages 17 and older
  - iv. Background Check: Ages 17 and older
  - v. Assessment: One assessment annually (see section VIII.A for criteria)

- vi. Physical fitness test: FIFA Sprint & Interval Tests (see section VII.A for requirements)
  - vii. Recertification fees:
    - (a) USSF registration: \$40.00
    - (b) Insurance: \$5.00
    - (c) Online & background check fee: \$15.00
    - (d) Assessment fee: \$75.00 (non-refundable)
    - (e) Fitness test fee: \$10.00 (non-refundable)
  - viii. Assessment: One assessment annually (section VIII.A for criteria)
- c. Upgrade requirements to **Regional Referee**: Upgrade only at the recommendation of the State Referee Committee after all requirements have been met for Advanced. The Regional Referee upgrade cycle will officially begin with the successful completion of the Regional Referee Advancement Clinic in January (see also Regional Referee requirements VI.A.3)

### 3. **Regional Referee**

Qualified to officiate competitive state competitions, regional events and professional leagues including NPSL and USL League Two

- a. Registration requirements:
  - i. Minimum age: 18
  - ii. Experience: 50 games as Referee and 25 as Assistant Referee at amateur level
  - iii. Time at Advanced level: 1 year
    - (a) Candidates may begin completing their upgrade requirements prior to a complete year as Advanced but may not be promoted until year at that level.
  - iv. Training: Online and in-person component
    - (a) Must submit application to SRA by July 1 and be approved to attend
  - v. Laws of the Game Quiz: Online Regional Quiz
  - vi. SafeSport & Safe Soccer Training: Required
  - vii. Background Check: Required
  - viii. Fees:
    - (a) Clinic fee: \$25
    - (b) USSF registration: \$75.00
    - (c) Insurance: \$5.00
    - (d) Online & background check fee: \$15.00
    - (e) Assessment fees: \$75.00 per assessment (non-refundable)
    - (f) Fitness test fee: \$10.00 (non-refundable)
  - ix. Physical fitness test: FIFA Sprint & Interval Tests (see section VII.B)
  - x. Assessments: Three assessments (see section VIII.B for criteria)
    - Before the assessment for upgrade is requested, all fitness, training, and testing requirements must be completed at the same clinic.
    - One of the required assessments must be completed in the spring season
- b. Recertification Requirements:
  - i. Training: Online and in-person component
  - ii. Laws of the Game Quiz: Online Regional Quiz
  - iii. SafeSport & Safe Soccer Training: Required
  - iv. Background Check: Required
  - v. Fees:



- (a) USSF registration: \$75.00
- (b) Insurance: \$5.00
- (c) Online & background check fee: \$15.00
- (d) Assessment fee: \$75.00 per assessment (non-refundable)
- (e) Fitness test fee: \$10.00 (non-refundable)
- vi. Physical fitness test: FIFA Sprint & Interval Tests (see section VII.B)
- vii. Assessments: Two assessments (see section VIII.B for criteria)
  - One of the required assessments must be completed in the spring season
- c. Upgrade requirements to **National Referee** and **Assistant Referee**: Upgrade only at the recommendation of the State Referee Committee after all requirements have been met for Regional Referee. (see also National Referee and Assistant Referee requirements section IV.A.4)

#### 4. **National Referee & Assistant Referee**

Qualified to officiate national and professional matches in any league except MLS, including the USL Championship and NWSL

- a. Registration requirements:
    - i. Minimum age: 20
    - ii. Experience: 100 games at the Adult Amateur Level
      - (a) Referee: 50 games
      - (b) Assistant Referee: 50 games
    - iii. Time at Regional Referee level: 2 years
    - iv. Training: U. S. Soccer National Camp
    - v. Laws of the Game Quiz: Online National Test
    - vi. SafeSport & Safe Soccer Training: Required
    - vii. Background Check: National Background Check
    - viii. Fees:
      - (a) USSF registration: Determined by and paid to U. S. Soccer
      - (b) Insurance: \$5.00 to North Texas Soccer
      - (c) Assessment fee: \$125 per assessment (non-refundable)
    - ix. Physical fitness test: FIFA Fitness Test (see section VII.C)
    - x. Assessments: Three assessments (see section VIII.C for criteria)
- \*For additional information and standards, refer to U. S. Soccer.*

#### 5. **Emeritus Referee**

Qualified to officiate **ONLY** at the level in which requirements have been met (refer to Referee above)

Emeritus referees must:

- have held the corresponding Regional or National license for at least three (3) years prior to requesting Emeritus status.
- be 45 years or older to declare Emeritus status
- meet all registration and recertification requirements of the level they want to officiate.
- a. Registration & recertification requirements:
  - i. Laws of the Game Quiz: Online Regional Quiz
  - ii. SafeSport & Safe Soccer Training: Required
  - iii. Background Check: Required
  - v. Fees:
    - (a) USSF registration: \$75.00
    - (b) Insurance: \$5.00

- (c) Online & background check fee: \$15.00

## 6. **Indoor Referee**

Qualified to officiate indoor games

- a. Registration requirements: Currently registered with USSF through NTSSA
  - i. Minimum Age: 13
  - ii. Training: In-person component
  - iii. Laws of the Game Quiz: Online Indoor Quiz
  - iv. SafeSport & Safe Soccer Training: Ages 18 and older
  - v. Background Check: Ages 17 and older
  - vi. Fees:
    - (a) Clinic fee: \$15.00 (non-refundable)
    - (b) USSF registration: \$45.00
    - (c) Insurance: \$5.00
    - (d) Online & background check fee: \$15.00
- b. Recertification requirements:
  - i. Laws of the Game Quiz: Online Indoor Quiz
  - ii. SafeSport & Safe Soccer Training: Ages 18 and older
  - iii. Background Check: Ages 17 and older
  - iv. Fees:
    - (a) USSF registration: \$45.00
    - (b) Insurance: \$5.00
    - (c) Online & background check fee: \$15.00

## 7. **Futsal**

Qualified to officiate futsal games

- a. Registration requirements: Currently registered with USSF through NTSSA
  - i. Training: Online & in-person component
  - ii. Laws of the Game Quiz: Online U. S. Soccer Futsal Quiz
  - iii. SafeSport & Safe Soccer Training: Ages 18 and older
  - iv. Background Check: Ages 17 and older
  - v. Fees:
    - (a) Clinic fee: \$15.00
    - (b) USSF Registration: \$45.00
    - (c) Insurance: \$5.00
    - (d) Online & background check fee: \$15.00
- b. Recertification requirements:
  - i. Online U. S. Soccer Futsal Quiz
  - ii. SafeSport & Safe Soccer Training: Ages 18 and older
  - iii. Background Check: Ages 17 and older
  - iv. Fees:
    - (a) USSF Registration: \$45.00
    - (b) Insurance: \$5.00
    - (c) Online & background check fee: \$15.00

## 8. **Terry Vaughn Lifetime Membership**

The Terry Vaughn Lifetime membership is bestowed at the discretion of U. S. Soccer upon individuals who have displayed a thorough dedication to the program. In addition to their contributions, nominees must also meet the following criteria:

- a. Requirements

- i. 25 or more consecutive years of registration
  - ii. Age 60 or older
  - iii. Provided U. S. Soccer-related service to the local or state playing association
  - iv. Submit intent to State Referee Administrator for review and consideration
  - v. State Referee Committee will submit approved nominations to U. S. Soccer for consideration.
- b. Registration:
- i. Laws of the Game Quiz: Online Regional Referee Quiz
  - ii. SafeSport & Safe Soccer Training: Required
  - iii. Background Check: Required
  - iv. Fees:
    - (a) Insurance & background fee: \$5.00

## **B. REFEREE MENTOR & COACH**

### **1. Referee Mentor**

Qualified to lead video analyses, conduct field sessions, and facilitate observations and feedback for Referees

- a. Registration requirements:
- i. Minimum Age: 18
  - ii. Training: Online and in-person component
  - iii. Laws of the Game Quiz: Online Referee Mentor Quiz (80% or above)
  - iv. Practical Assessment: Conduct a video analysis, instruct one clinic and field session, and facilitate an observation and feedback of match officials assigned by State Referee Committee
  - v. SafeSport & Safe Soccer Training: Required
  - vi. Background Check: Required
  - vii. Fees:
    - (a) Clinic fee: \$25.00 (non-refundable)
    - (b) USSF registration: \$45.00
    - (c) Insurance: \$5.00
    - (d) Online & background check fee: \$10.00
- c. Recertification requirements:
- i. Training: Online component
  - ii. Laws of the Game Quiz: Online Referee Mentor Quiz (80% or above)
  - iii. Practical Assessment: Conduct a video analysis, instruct one clinic and field session, and facilitate an observation and feedback of match officials assigned by State Referee Committee
  - iv. SafeSport & Safe Soccer Training: Required
  - v. Background Check: Required
  - vi. Fees:
    - (a) USSF registration: \$45.00
    - (b) Insurance: \$5.00
    - (c) Online & background check fee: \$10.00
- d. Upgrade requirements to **Regional Referee Coach**: Upgrade only at the recommendation of the State Referee Committee after all requirements have been met for Referee Mentor level for two consecutive years prior to registration year

for which attending the Regional Coach Course. The Regional Referee Coach upgrade cycle will officially begin with the successful completion of the Regional Referee Coach clinic offered by US Soccer.

## **2. Regional Referee Coach**

Qualified to lead video analyses, conduct field sessions, and facilitate observations and feedback for Referees

- a. Registration requirements:
  - i. Minimum age: 20
  - ii. Experience: Regional Referee experience
  - iii. Training: Complete the US Soccer Regional Referee Coach course
  - vi. SafeSport & Safe Soccer Training: Required
  - vii. Background Check: Required
  - viii. Fees:
    - (a) Course fees (set by US Soccer and host association)
    - (b) USSF registration: \$75.00
  
- b. Recertification Requirements:
  - i. Training: Online and in-person component
  - ii. Annual Service Requirement: Conduct at least five (5) formal Regional Referee assessments and Instruct one clinic and field session assigned by State Referee Committee
  - iii. Laws of the Game Quiz: Online Regional Referee Coach Quiz (80% or above)
  - iv. SafeSport & Safe Soccer Training: Required
  - v. Background Check: Required
  - vi. Fees:
    - (a) USSF registration: \$80.00
    - (b) Insurance: \$5.00
    - (c) Online & background check fee: \$10.00

## **3. Terry Vaughn Lifetime Membership**

The Terry Vaughn Lifetime membership is bestowed at the discretion of U. S. Soccer upon individuals who have displayed a thorough dedication to the program. In addition to their contributions, nominees must also meet the following criteria:

- a. Requirements
  - i. 25 or more consecutive years of registration
  - ii. Age 60 or older
  - iii. Provided U. S. Soccer-related service to the local or state playing association
  - iv. Submit intent to State Referee Administrator for review and consideration
  - v. State Referee Committee will submit approved nominations to U. S. Soccer for consideration.
  
- b. Registration:
  - i. Laws of the Game Quiz: Online Regional Referee Quiz
  - ii. SafeSport & Safe Soccer Training: Required
  - iii. Background Check: Required

## **C. ASSIGNORS**

1. Registration requirements
  - a. Minimum Age: 18
  - b. Training: Online and in-person component
  - c. Laws of the Game Quiz: Online Assignor Quiz
  - d. SafeSport & Safe Soccer Training: Required
  - e. Background Check: Required
  - f. Fees:
    - i. Clinic fee: \$20.00
    - ii. USSF registration: \$10.00
2. Recertification requirements:
  - a. Training: Online component
  - b. Laws of the Game Quiz: Online Assignor Quiz
  - c. SafeSport & Safe Soccer Training: Required
  - d. Background Check: Required
  - e. Fees:
    - i. USSF registration: \$10.00

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## VIII. FITNESS REQUIREMENTS

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### A. ADVANCED REFEREE

The Advanced Referee test consists of two tests:

- The time between the end of Test 1 and the start of Test 2 is 6 to 8 minutes maximum
  - Referees must pass the Regional physical fitness test at least once a year.
  - Fitness standards may change based on minimum requirements set forth by US Soccer.
1. **Test 1: Repeated Sprint Ability (RSA)** - measures the referee's ability to perform six repeated sprints over 40m using the standards of the FIFA Women's Referee Test (Category 3).
    - The referee is given a maximum of 60 seconds between sprints. A referee who fails one sprint test is given one additional try.
    - FIFA Women's Referee Test Category 3: six repeated sprints over 40m in 6.6 seconds
  2. **Test 2: Interval Test** - evaluates the referee's capacity to perform a series of ten (10) laps of high-speed runs consisting of 40 x 75m and 25m walking intervals.
    - If a referee fails to place a foot inside the walking area on time, they should receive a clear warning from the test leader.
    - If a referee fails to place a foot inside the walking area on time for a second occasion, they should be stopped by the test leader and informed that they have failed the test.
    - Maximum of 17 seconds per 75m run and 24 seconds per 25m walk

### B. REGIONAL REFEREE

The Regional Referee test consists of two tests:

- The time between the end of Test 1 and the start of Test 2 is 6 to 8 minutes maximum
  - Referees must pass the Regional physical fitness test at least once a year.
  - Fitness standards may change based on minimum requirements set forth by US Soccer.
1. **Test 1: Repeated Sprint Ability (RSA)** – measures the referee’s ability to perform six repeated sprints over 40m using the standards of the FIFA Women’s Referee Test.
    - The referee is given a maximum of 60 seconds between sprints.
    - A referee who fails one sprint test is given one additional try.
    - a. Male Referees  
FIFA Women’s Referee Test Category 1: six repeated sprints over 40m in 6.4 seconds
    - b. Female Referees  
FIFA Women’s Referee Test Category 3: six repeated sprints over 40m in 6.6 seconds
  2. **Test 2: Interval Test** – evaluates the referee’s capacity to perform a series of ten (10) laps of high-speed runs consisting of 40 x 75m and 25m walking intervals.
    - If a referee fails to place a foot inside the walking area on time, they should receive a clear warning from the test leader.
    - If a referee fails to place a foot inside the walking area on time for a second occasion, they should be stopped by the test leader and informed that they have failed the test.
    - a. Male Referees  
Maximum of 17 seconds per 75m run and 20 seconds per 25m walk
    - b. Female Referees  
Maximum of 17 seconds per 75m run and 24 seconds per 25m walk

## C. NATIONAL REFEREE & ASSISTANT REFEREE

The **National Referee** and **National Assistant** Test are track and gender specific.

- National Referees and National Assistant Referees must pass fitness standards at least once a year.
  - Fitness standards may change based on minimum requirements set forth by US Soccer.
1. The **National Referee** fitness test for consists of two tests:
    - The time between the end of Test 1 and the start of Test 2 is 6 to 8 minutes maximum
    - a. **Test 1: Repeated Sprint Ability (RSA)** – measures the referee’s ability to perform six repeated sprints over 40m.
      - Referees run six consecutive 40 meter sprints followed by a recovery period after each sprint (while walking back to the start line)
      - Referees receive a maximum of 60 seconds recovery between each of the 6 x 40m sprints. During recovery, referees must walk back to the start.
      - If a referee falls or trips, they should be given an additional trial (one trial = 1 x 40 m).
      - If a referee fails one trial out of the six, they should be given a seventh trial immediately after the sixth trial.
      - If they fail two trials out of seven, the match official has failed the test.
    - i. Male Referees: Six repeated sprints over 40m in 6.0 seconds
    - ii. Female Referees: Six repeated sprints over 40m in 6.4 seconds
    - b. **Test 2: Interval Test** – evaluates the referee’s capacity to perform a series of ten (10) laps of high-speed runs consisting of 40 x 75m and 25m walking intervals.
      - Referees must complete 40 x 75m run / 25m walk intervals. This equates to 10 laps of a 400m athletics track. A lap consists of four 75 meter runs with four 25 meter recovery walks.
      - The pace is dictated by the audio file and reference times are set in accordance with the referee’s category.
      - Referees must start from a standing position. They must not start before the whistle. On the whistle, referees are allowed to start running.
      - At the end of each run, each referee must enter the ‘walking area’ before the whistle. The walking area is marked out with a line 1.5m before and 1.5m behind the 75m line.
      - If a referee fails to place a foot inside the walking area on time, they should receive a clear warning from the test leader.
      - If a referee fails to place a foot inside the walking area on time for a second occasion, they should be stopped by the test leader and informed that they have failed the test.
    - i. Male Referees: Maximum of 15 seconds per 75m run and 18 seconds per 25m walk
    - ii. Female Referees: Maximum of 17 seconds per 75m run and 20 seconds per 25m walk
  2. The **National Assistant Referee** fitness test consists of three tests:
    - The time between the end of Test 1 and the start of Test 2 is 2 to 4 minutes maximum
    - The time between the end of Test 2 and the start of Test 3 is 6 to 8 minutes maximum.
    - a. **Test 1: Change of Direction Ability (CODA)** – assesses the assistant referee’s ability to change direction.

- Assistant referees run one 10m (forward) x 8m (sideways left) x 8m (sideways right) x 10m (forward) sprint
  - The distance between A and B is 2 meters. The distance between B and C is 8 meters.
  - The 'start line' is marked out 0.5m before the timing gate (A).
  - Assistant referees line up at the start with their front foot touching the 'start line'. Once the test leader signals ready, the assistant referee is free to start.
  - Assistant referees sprint 10m forward (A to C), 8m sideways left (C to B), 8m sideways right (B to C) and 10 m forward (C to A).
  - If an assistant referee falls or trips, he/she should be given an additional trial.
  - If an assistant referee fails the trial, he/she should be given an additional trial.
  - If assistant referee fails two trials, he/she has failed the test.
    - i. Male Assistant Referees: 10 seconds
    - ii. Female Assistant Referees: 11 seconds
- b. **Test 2: Repeated Sprint Ability (RSA)** – measures the assistant referee's ability to perform five repeated sprints over 30m.
- Assistant referees run five consecutive 30 meter sprints followed by a recovery period after each sprint (while walking back to the start line)
  - The 'start' gate is placed at 0m and the 'finish' gate at 30m. The 'start line' is marked out 1.5m before the 'start' gate.
  - Assistant referees line up at the start with their front foot touching the 'start line'. Once the test leader signals ready, the assistant referee is free to start.
  - Assistant referees receive a maximum of 30 seconds recovery between each of the 5 x 30m sprints. During recovery, assistant referees must walk back to the start.
  - If an assistant referee falls or trips, they should be given an extra trial (one trial = 1 x 30 m).
  - If an assistant referee fails one trial out of the five, they should be given a sixth trial immediately after the fifth trial. If they fail two trials out of six, the match official has failed the test.
    - i. Male Assistant Referees: 4.7 seconds
    - ii. Female Assistant Referees: 5.10 seconds
- c. **Test 3: Interval Test** – evaluates the assistant referee's capacity to perform a series of high-speed runs over 75m interspersed in 17 seconds with 25m walking intervals in 22 seconds.
- Assistant referees must complete 40 x 75m run / 25m walk intervals. This equates to 10 laps of a 400m athletics track. A lap consists of four 75 meter runs with four 25 meter recovery walks
  - The pace is dictated by the audio file and reference times are set in accordance with the assistant referee's category.
  - Assistant referees must start from a standing position. They must not start before the whistle. On the whistle, assistant referees are allowed to start running.
  - At the end of each run, each assistant referee must enter the 'walking area' before the whistle. The walking area is marked out with a line 1.5m before and 1.5m behind the 75m line.



- If an assistant referee fails to place a foot inside the walking area on time, they should receive a clear warning from the test leader. If an assistant referee fails to place a foot inside the walking area on time for a second occasion, they should be stopped by the test leader and informed that they have failed the test.
- i. Male Assistant Referees: Maximum of 15 seconds per 75m run and 20 seconds per 25m walk
- ii. Female Assistant Referees: Maximum of 17 seconds per 75m run and 22 seconds per 25m walk

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## **IX. ASSESSMENT REQUIREMENTS**

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### **A. ADVANCED REFEREE**

1. For promotion to Advanced, referees must have one passing middle assessment on a match that constitutes a sufficient test. The assessment must be conducted on a Division 1 or 2 17U competitive or higher full-length match utilizing standard IFAB Laws of the Game OR a full-length amateur Division 2 or higher match utilizing standard IFAB Laws of the Game.
  - a. Two failing assessments in an upgrade cycle stops the process for the remainder of the upgrade cycle.
2. For recertification, Advanced Referees must have one passing middle assessment on a match that constitutes a sufficient test. The assessment must be conducted on a Division 1 or 2 17U competitive or higher full-length match utilizing standard IFAB Laws of the Game OR a full-length amateur Division 2 or higher match utilizing standard IFAB Laws of the Game.
  - a. Two failing assessments in a recertification cycle stops the process for the remainder of the recertification cycle.

### **B. REGIONAL REFEREE**

1. For promotion to Regional Referee, referees must have three passing middle assessments on matches that constitute a sufficient test: one assessment must be conducted on a Division 1 or 2 18U or higher competitive youth AND two assessments on a Division 2 or higher amateur matches.
  - a. The three middle assessments must be completed by three different Regional Referee Coaches.
  - b. Two failing assessments in an upgrade cycle stops the process for the remainder of the upgrade cycle.
2. For recertification, Regional Referee must have two passing assessments as middle on matches that constitute a sufficient test: one assessment must be conducted on a Division 1 or 2 18U or higher competitive youth AND one assessment on a Division 2 or higher amateur matches.
  - a. The two middle assessments must be completed by two different Regional Referee Coaches.
  - b. Two failing assessments in a recertification cycle stops the process for the remainder of the recertification cycle.

### **C. NATIONAL REFEREE CANDIDATE**

1. Referees seeking promotion to National Referee or National Assistant Referee must meet the minimum requirements between July 1 and June 30 as a referee or assistant referee

when submitting an application to U. S. Soccer for consideration to selection. (Refer to U. S. Soccer for additional information.)

- a. Officials must have three passing National assessments on adult matches that constitute a sufficient test in the respective track being sought.
- b. The assessments must be completed by three different National Coaches.
- c. Two failing assessments in an upgrade cycle stops the process for the remainder of the upgrade cycle.

**Note:** National Referee Candidates who are not selected by U. S. Soccer must complete the requirements of Regional Referee within the January 1 to December 31 timeframe.

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## **X. CLINIC POLICIES**

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It is the policy of USSF and the North Texas Soccer Referee Program that all activities conducted for the purpose of referee, referee coaches, or instructor training or which may be used to satisfy referee, instructor, referee coach, and assignor 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 referee coaches 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.

### **A. REFEREE CLINICS**

1. Member Associations may request entry-level clinics by completing the online clinic request available online. These requests are considered pending and generally must provide three-week notice for approval and instructor assignment.
2. Exclusions: No referee clinics may be conducted from June 1 through the North Texas Soccer All-Referee Clinic (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. Youth State Cup
  - c. Tournament of Champions
3. Clinic Fees
  - a. A host association must meet a minimum number of participants based upon North Texas Soccer votes allotted to the association. 15 participants 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 participants, the host Association may be responsible for payment of clinic fees for the minimum numbers or the clinic may be rescheduled.
  - b. All clinic and registration fees are paid online when the participant registers for the clinic. No fees will be made payable to or collected by the Association or the Instructor.
4. Combined clinics for different license types are not allowed due to format differences.
5. Participants must be 13 years of age to register for a 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.
  - b. On-site Coordinator: Acts as representative of the host Association

- i. Should be on-site to the maximum extent possible.
  - ii. The clinic site must include a field that includes a penalty area.
  - iii. Responsible for all minors before, during, and after the clinic schedule.
  - iv. Clean and restore facility as needed after the conclusion of the clinic.
7. Clinic Cancellation
  - a. Instructors cannot cancel a clinic.
  - b. Only the host association OR the State Director of Instruction may cancel a clinic.
  - c. 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) who were present when the clinic was canceled.
8. Participant Responsibilities
  - a. Any specified online sessions must be completed prior to attending the in-person component.
  - b. All online and in-person sessions and SafeSport and background check (if appropriate) must be completed in order to register and receive a badge.
  - c. No credit for attendance will be given unless the instructor completes the course information for each session using the online registration system.
  - d. Participants should:
    - i. provide a completed waiver in order to participate in the field session
    - ii. wear appropriate comfortable clothing and shoes for light movement
    - iii. expect to participate in multiple field sessions that require physical activity
9. Maximums and Minimums:
  - a. 30 participant 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 participants.
  - b. The minimum number of participants is based on their North Texas Soccer votes for the hosting association.
10. Instructor:

An instructor shall:

  - a. Establish and maintain contact with host association clinic coordinators.
  - b. Obtain and return clinic materials from/to the NTSSA office.
  - c. Provide materials to participants.
  - d. Complete clinic attendance records within 72 hours of clinic completion.
11. 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.
12. 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 invitation code for the online registration system 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 spots are to open to anyone. Invitation codes will be removed by the NTSSA referee staff. Anyone registering for the course who obtains the invitation code from someone other than the designated source may be removed from the clinic.

**B. REGIONAL REFEREE ADVANCEMENT CLINIC**

1. Advanced candidates must request to attend and be accepted by the State Referee Committee to attend the Regional Referee Advancement Clinic. Candidates will submit their applications to attend no later than July 1.
2. Candidates must be registered for the year in which the Regional Referee Advancement Clinic is held.
3. No part of the Regional Referee Advancement Clinic may be used for recertification.
4. The number of candidates will depend on how many officials the State Referee Committee determine can be successfully evaluated during the year.
5. All upgrade requirements (training, fitness, and Regional Laws of the Game quiz), except assessments, must be met at the Regional Referee Advancement Clinic.
  - a. Current requirements include: online and in-person component, fitness test, and online Regional Referee test.
6. Requirements failed during the clinic cannot be made up.

**C. REFEREE MENTOR CLINICS**

The following qualifications must be met to attend a Mentor Clinic:

1. Must be recommended by the State Referee Committee
2. A resume from the candidate is required to register for a Mentor clinic.
3. Must be an effective communicator
4. Must have a positive reputation on and off the field
5. Must be approved by the State Referee Committee

**D. REFEREE COACH CLINICS**

The following qualifications must be met to attend a Referee coach Clinic:

1. Must have been a Mentor at least two consecutive years prior to applying
2. Must be approved by US Soccer to attend the clinic
3. Must complete all requirements prior to, during, and after the Referee Coach Clinic

**E. ASSIGNOR CLINICS**

All individuals who make referee scheduling decisions must complete the Assignor Clinic provided by NTSSA and be properly registered with NTSSA and USSF.

1. Individuals who must attend an Assignor Clinic and register include:
  - a. Assignors
  - b. Field Coordinators
2. Registration Requirements:
  - a. Training: In-person component
  - b. Law of the Game Quiz: Online Quiz
  - c. SafeSport & Safe Soccer Training: Ages 17 and older
  - d. Background Check: Ages 17 and older
  - e. Fees:
    - (i) Clinic fee: \$20.00
    - (ii) USSF registration: \$10.00

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## **XI. ASSIGNMENT POLICIES**

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### **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 U. S. Soccer 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**

While each U.S. Soccer match official is expected to keep the assignments they accept, there are certain occasions where a individual should be released from a lower level assignment to officiate in a higher level competition.

**To this end, the following games are listed by priority for assignment:**

1. International and National Team games assigned by U.S. Soccer
2. Games assigned by the Professional Referee Organization (PRO)
3. Lamar Hunt U.S. Open Cup assigned by U.S. Soccer
4. Youth National Team games assigned by U.S. Soccer
5. Regional and National competitions assigned directly by U.S. Soccer's Affiliate Members.  
Includes, but is not limited to:
  1. USASA
  2. US Youth Soccer
  3. US Club Soccer
  4. U.S. Soccer Affiliate Members
6. State level competitions assigned directly by U.S. Soccer and U.S. Soccer's Affiliate Members.  
Includes, but is not limited to:
  - a. State Adult Associations
  - b. State Youth Associations
  - c. League games assigned by U.S. Soccer
  - d. U.S. Soccer Affiliate Members

Please note that this policy does not apply:

- Within 72 hours of the scheduled game time unless an emergency situation exists
- When a substantial financial commitment has been made for the assignment (e.g., non-refundable airline tickets)

#### **Responsibility of officials:**

- Keep the lines of communication open about upcoming national and international appointments as far in advance as possible
- Communicate the receipt of a higher priority appointment to their assignor, State Referee Administrator, and U.S. Soccer (if applicable) as soon as possible
- Report an assignor that refuses to release the official for a higher priority assignment to their State Referee Administrator and the U.S. Soccer Referee Department

**Responsibility of assignors:**

- Identify the highly experienced officials on your assignment roster who are likely to be assigned to a higher priority assignment and always be prepared to fill these slots on an emergency basis
- Cooperate with officials and other assignors on those rare occasions when the game priority policy is invoked
- Report any concerns regarding officials to the State Referee Administrator

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**XII. ASSESSMENT POLICIES**

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**A. FOCUS OF ASSESSMENTS**

1. Referee mentors/coaches perform assessments within the State Referee Program to assist referees at all levels of the game to improve and sharpen their officiating skills.
2. Referee mentors/coaches should approach each match as an objective observer of the officiating team's performance in executing its duties and responsibilities. A referee mentor/coach 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 referee coach is serving the State Referee Committee by providing feedback on the referee's ability to effectively officiate at the level of competition consistent with his referee license (or requested upgrade).

**B. DISTRIBUTION OF ASSESSMENT FORMS**

1. The assessment of all game officials for promotion and maintenance must be submitted online.
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. REFEREE MENTOR DAYS**

1. Associations will pay the current hourly for each referee mentor coach assigned. The playing association shall coordinate Referee Mentor Days with the State Director of Assessments. Payment must be submitted to North Texas Soccer.
2. Referee mentors/coaches scheduled to work referee mentor day will be compensated at the current rate for half or full day shift plus current mileage if appropriate.

**D. PRIORITY OF ASSIGNMENTS**

An appointment by the State Director of Assessment or designee to work at a Referee Mentor Day or to conduct an assessment for promotion to or recertification as an Advanced or Regional Referee or by the State Director of Instruction or 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 7 days 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.

## **E. FEES AND COMPENSATION**

1. Any referee wanting an assessment, either for upgrade or for maintenance, is required to pay for the assessments in advance through the online registration system. The referee must also submit his assessable game information online at <https://ntxreferees.omgtsys.com>.
  - a. Assessment Fees for Referees Registered through North Texas Soccer:
    - i. Advanced (1 middle assessment): \$75 per assessment
    - ii. Advanced to Regional Referee (3 middle assessments): \$75 per assessment
    - iii. Regional maintenance assessments (2 assessments): \$75 per assessment
    - iv. Assessments requiring a National Referee Coach: \$125 each assessment
  - b. Assessment Fees for Referees Registered Outside North Texas Soccer:
    - i. Advanced: \$75 per assessment plus mileage
    - ii. Regional: \$90 per assessment plus mileage
    - iii. National: \$125 per assessment plus mileage
2. Referee coaches, officially appointed by the SDA are to be compensated using the following schedule:
  - a. Advanced: \$75.00 per assessed game plus standard mileage
  - b. Regional: \$90 per assessed game plus mileage
  - c. National: \$125 per assessed game plus mileage

## **G. REFEREE COACH LEVELS**

### **1. Referee Mentor**

- a. Recommended Level: Advanced
- b. Minimum referee level attained: Advanced
- c. Successfully complete the Referee Mentor Course
- d. Pass the Referee Mentor Test with 80% or higher
- e. Recommendation by the SDA and approval by the State Referee Committee
- f. Minimum Age: 22
- g. Recertification requirements:
  - i. Training: In-person Component
  - ii. Pass the Referee Mentor Test
  - iii. Minimum of 1 full assessment at 17U within the preceding 12 months
    - (1) Formal assessments shall be submitted online and reviewed by the SDA as necessary.
  - iv. Conduct a minimum of 1 field session
  - v. Lead a minimum of 1 video analysis

### **2. Regional Referee Coach**

- a. Two years as Referee Mentor
- b. Apply to attend a Regional Coach Course and be approved by U. S. Soccer
- c. Successfully complete Regional Referee Coach Training Course.
- d. Minimum Age: 22
- j. Recertification requirements:
  - i. Training: Online Component
  - ii. Pass the Regional Referee Coach Test
  - iii. Perform a minimum of 5 full assessments within the past 12 months
    - (1) Assessments must be submitted online and will be reviewed as necessary by the SDA.
  - iv. Conduct a minimum of 1 field session

- v. Lead a minimum of 1 video analysis

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## **XIII. DEVELOPMENT PROGRAMS**

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### **A. ELITE REFEREE PROGRAM**

The Elite Referee Program is a highly-intensive training program provided by the North Texas Soccer Referee Program for referees who are interested in, and show the potential for, eventually officiating at higher levels of competition.

The Elite Referee Program is a direct function of the North Texas Soccer Referee Program who assigns mentors to provide different forms of training. Mentors who serve at the discretion of the North Texas Referee Committee may be current and former FIFA, National, and State officials—along with other invited guests relevant to officiating issues.

The program is designed to develop the skill set and professionalism required to officiate higher level local, state and national competition, as well as develop positive working relationships between the match officials participating in the program.

Participants:

1. take part in monthly web-based, training exercises, and other in-person training sessions.
2. will register for each monthly session on <https://ntxreferees.omgtsys.com>.
3. are required to participate in at least 75% of all training sessions.
4. receive annual training hours for each session attended.
5. have higher fitness standards that are measured annually.
6. are expected to be available for specific North Texas Soccer sanctioned events: State Cup, Presidents Cup, Frontier League, and Tournament of Champions.
7. must comply with all program expectations on a regular basis or are subject to removal from the program.
8. are eligible for the North Texas Travel Allowance to assist them with expenses incurred in traveling to events outside North Texas that provide opportunities to be assessed or identified for further advancement.

### **B. JUNIOR ELITE REFEREE PROGRAM**

The Junior Elite Referee Program is an advanced training program provided by the North Texas Soccer Referee Program for referees who are interested in, and show the potential for, eventually being invited into the Elite Referee Program and officiating at higher levels of competition.

The Junior Elite Referee Program is a direct function of the North Texas Soccer Referee Program who assigns mentors to provide different forms of training. Mentors who serve at the discretion of the North Texas Referee Committee may be current and former FIFA, National, State officials—along with other identified mentors, referee coaches, or instructors or invited guests relevant to officiating issues.

The program is designed to develop the skill set and professionalism required to officiate higher level local competition, as well as develop positive working relationships between the match officials participating in the program.

Participants:

1. take part in monthly web-based, training exercises, and other in-person training sessions.
2. will register for each monthly session on <https://ntxreferees.omgtsys.com>.
3. are required to participate in at least 75% of all training sessions.
4. receive annual training hours for each session attended.
5. have higher fitness standards that are measured annually.



6. are expected to be available for specific North Texas Soccer sanctioned events: State Cup, Presidents Cup, Frontier League, and Tournament of Champions.
7. must comply with all program expectations on a regular basis or are subject to removal from the program.
8. are eligible for the North Texas Travel Allowance to assist them with expenses incurred in traveling to events within and outside North Texas that provide opportunities to be assessed or identified for further advancement.

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#### **XIV. ELECTRONIC COMMUNICATION KITS**

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The use of technology has been part of the referee's tool kit for years. Electronic watches, fitness trackers, electronic beeper flags and electronic communication devices (headsets). Training for using electronic communication devices comes when Grassroot Referees upgrade to Regional Referee. There have been numerous instances in youth and adult competitions where the use of electronic headsets has contributed to an incorrect decision on the field of play.

Grassroot Referees are **not** permitted to use electronic headsets until they have received their Regional Referee License. If there is a split crew of Regional and Grassroot Referees, headsets are **not** to be used during a game.

The only exception is if the Competition Authority allows the use of the communication devices during the competition duration. **The North Texas Soccer Youth Commissioner or the appropriate North Texas Soccer Adult Commissioner and the State Referee chairman must provide written approval before headsets may be used in any North Texas Soccer-sanctioned competition.**

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#### **XV. VANISHING SPRAY**

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The use of vanishing spray is prohibited by officials unless approval for use during an affiliated competition is given by US Soccer.

Requests should be made by the appropriate affiliated competition authorities, and these will be reviewed on a case-by-case basis provided the following minimum requirements are met:

- The affiliated competition must provide the vanishing spray at no cost to the officials.
- The affiliated competition must provide the officials with training how to use the vanishing spray and monitor its use throughout the competition.
- The affiliated competition (or associated league or Organization Member) must assume all liability associated with the use of vanishing spray.
- When approved, competitions should make best efforts to use the vanishing spray in all competitive matches and officials should make every reasonable effort to ensure the spray is used consistently during their match.