

Eastern Massachusetts
Soccer Officials Association, Inc.

POLICIES
AND
PROCEDURES

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COMPLAINTS AND/OR GRIEVANCES REGARDING OFFICIALS

Rationale: The following policy and procedures, as set by the Executive Board of the E.M.S.O.A., outlines the method whereby complaints or grievances, arising from an incident occurring in a Massachusetts Interscholastic Athletic Association (MIAA) sanctioned soccer game may be initiated. The E.M.S.O.A. is a MIAA recognized board of officials, sanctioned to recruit, train and make available soccer officials for the schools to employ through their assigning agent the League Commissioner.

The policy of the Executive Board of the E.M.S.O.A. concerning complaints and grievances is to accept and review ONLY those comments or complaints that are accompanied by a written communication signed by the Athletic Director or higher authority within the school(s) concerned.

The Executive Board will then request the Judiciary Committee of the E.M.S.O.A. to review and make recommendation(s) for the Executive Board's consideration. The review by the Judiciary Committee may include, but is not limited to interviewing the complainant, concerned parties, game officials, coaches, MIAA observers, designated Site Manager and whoever else might help in the Judiciary Committee's inquiry.

Guidelines For Submission Of Comment/Complaint

The following guidelines should provide useful assistance in submitting a grievance or letter of complaint:

- 1) The original letter must be signed and identify the appellant's relationship to the incident.
- 2) A signed communication accompanying the letter from the Athletic Director or higher school authority from the school involved.
- 3) All communication should be addressed to:

Secretary/ Treasurer EMSOA
100 Powdermill Rd., #240
Acton, MA 01720-5932

- 4) Please include any other information that could prove useful to the Judiciary Committee, including video, film, etc.
- 5) All letters and materials submitted will be acknowledged.
- 6) The decision of the E.M.S.O.A. Executive Board will be communicated to all concerned parties.

E.M.S.O.A. CRIMINAL BACKGROUND POLICY

The Eastern Massachusetts Soccer Officials Association Application for Membership will include the following question:

Have you ever been convicted of a criminal offense (*not a minor traffic violation*)? No? Yes?

Are you currently a registered sex offender? No? Yes?

Have you been convicted of domestic violence in the past 5 years? No? Yes?

Action - In order to allow future and present members of the E.M.S.O.A. meet public expectations and perceptions regarding personal conduct, the following responses to this question will bring about an appropriate reaction from the Executive Board.

- A) For example: A No response will not require any further action by the Executive Board.
- B) If the question is answered “Yes” then a private hearing in Executive Session with the Executive Board to determine the extent and nature of the offense will be held in order to provide due process to the individual.
- C) If the question is Left Blank, then the applicant will be asked to reconsider answering the question. If the applicant refuses to answer either, then the applicant will be dealt with as if the answer was “Yes”.

The following three offenses are grounds for “refusal of admission” to the E.M.S.O.A.;

- 1) Possession, sale, or distribution of a controlled substance in the past 10 years, drug related offenses.
- 2) Crimes against another person such as aggravated assault or armed robbery within the past 10 years.
- 3) Any crime against a minor child ever.

This policy approved by the E.M.S.O.A. Executive Board on February 26, 2006. Revised June 1, 2014.

DIRECTORS OF ASSESSMENT

Title:

EMSOA Directors of Assessment (North - West - South Chapters)

(Elected for a 3 year term by the Business Meeting as stated in the By-Laws, Article III, Section I, Para. A)

Objectives:

The Directors of Assessment will work to improve and upgrade the quality of officiating in the E.M.S.O.A.

Duties and Responsibilities:

The list of activities to be performed includes, but is not necessarily limited to the following items

- Assist new officials to learn the mechanics of officiating.
- Attempt to observe and evaluate each new official a minimum of two times per season, ideally at the start and end of each season.
- Identify potential varsity officials.
- Respond to assessment requests by veteran officials.
- Work in concert with the other Directors of Assessment to be in agreement with the three (3) phases of the Assessment Program as outlined in the Bylaws.
- Prepare a detailed report of Assessments completed for the Annual Business Meeting held in December.
- Maintain accurate records of all assessments and provide a copy of each assessment to the Sec./Treas. for E.M.S.O.A. record keeping purposes and to the official being assessed.
- Coordinate with Game Assignors to receive Master Schedules of new officials' assignments.
- Provide feedback to Game Assignors when requested.
- Provide feedback to the Judiciary Committee when requested.
- Keep within a reasonable operating budget by limiting outside assessments by veteran and senior officials.
- Cooperate with all E.M.S.O.A. Committees in the provision of data and information relevant to their function.
- Assign veteran officials to assist in making assessments. (Officiating partners not allowed to assess during a game).
- Make judicious decisions when making self-referred assessments by officials wishing to upgrade.
- Inform League Commissioners of members who are not meeting minimum standards.
- Coordinate with the other Directors of Assessment when dividing geographical territories.
- Provide annual feedback to the Executive Board and make recommendations for improving the assessment process.
- Attend scheduled E.M.S.O.A. Executive Board meetings on a regular basis.
- Meet with Interpreters/instructors each year prior to courses being taught to review
- Provide ongoing observations during the season, to local Chapter Interpreters and/or President.

Honorarium: As stated in the Compensation section of this document.

Approved: December 5, 2009

EMSOA Finance & Audit Committee

Role of the Committee

The finance committee's primary role is to provide financial oversight for the organization. Typical task areas include budgeting, financial reporting, and the monitoring of internal controls and accountability. An outline of some responsibilities would be:

Budgeting and Financial Planning

1. Help develop and review an annual operating budget of EMSOA.
2. Approve the budget within the finance committee and in conjunction with the Secretary/Treasurer.
3. Monitor adherence to the budget.
4. Present financial ideas that support the goals of EMSOA to the Board of Directors for approval.

Engage in an annualized budgeting process in cooperation with the Secretary/Treasurer.

In addition to helping develop and review an annual budget, the committee would also present ideas for cost savings or expenditures, review of annual membership dues and how that will benefit EMSOA members. These ideas might include, for example, the annual circulation cost reduction of NHSF Rules books, membership books (now on-line) or the creation of a cash reserve fund specifically earmarked for our annual meeting or apparel for awards and vesting members.

Reporting

1. Help develop useful and readable report formats with the Secretary/Treasurer.
2. Work with Secretary/Treasurer to develop a list of desired reports noting the level of detail, frequency, deadlines, and recipients of these reports.
3. Along with the Secretary/Treasurer, present financial reports to the full Board of Directors of EMSOA.

The objective is to clearly communicate EMSOA's financial and cash position and its adherence to the budget. Having a predetermined list of reporting expectations permits the Board of Directors to have a clear picture of our financial condition. Reports should help focus the board's discussion about expected financial performance or strategies for overcoming setbacks or changes in EMSOA's financial condition.

Internal Controls and Accountability

1. Create and approve policies that help ensure the assets of the organization are protected. (Details to be determined).
2. Ensure that procedures for financial transactions (i.e., check writing, receipts and disbursement of funds) are appropriately documented and reviewed periodically and performed in good stead. This would include periodic reviews of bank statements.
3. One member of the finance committee shall also be a member of the judiciary committee.

Although the Board of Directors of EMSOA carry fiduciary responsibility for the organization, the finance committee serves a leadership role in this area, making sure appropriate internal controls for all financial transactions are performed with due care and stewardship. The committee will also play a role in determining and updating bank accounts and officer signatories with appropriate levels of signing authority.

The finance committee shall also be charged with ensuring compliance and/or developing other policies that further serve to protect the organization and manage its exposure to risk. These include establishing policies surrounding:

- EMSOA's legal formation
- Internet use and computer security
- Insurance requirements and reviews
- Record retention

EMSOA INTERPRETER

Title:

EMSOA Interpreter

(Elected for a 2 year term as stated in the By-Laws, Article III, Section I, Para. E.)

Objectives:

The Interpreter will assume all responsibilities for the interpretation of National Federation of High School Soccer Rules. Also, the Interpreter will provide for coordination among all Chapter Interpreters for the Eastern Massachusetts Soccer Officials Association. (E.M.S.O.A.)

Duties and Responsibilities:

The following list of activities includes but is not necessarily limited to the following items:

- Interpret rules according to the National Federation of High School Soccer as detailed annually.
- Present interpretations and changes of rules to the membership annually.
- Conduct clinics and present information at Chapter meetings.
- Prepare and provide agendas and lesson plans to Chapter Interpreters.
- Coordinate with Massachusetts Interscholastic Soccer Officials Assn. Interpreter to standardize and disseminate accurate information state wide.
- Be available to provide information on an individual basis.
- Provide a yearly message to all members of the E.M.S.O.A. through the newsletter.
- Address problems and concerns that develop during the season.
- Attend annual MIAA rules presentation prior to each season.
- Attend the three annual MISOA meetings, or send a representative i.e. Chapter Interpreters.

Honorarium: As stated in the Compensation section of this document.

Approved: November 2004

EMSOA SECRETARY/TREASURER

Title:

EMSOA Secretary/Treasurer

(Elected for a 3 year term as stated in the By-Laws, Article III, Section I, Para. E.)

Objectives:

The Secretary/Treasurer will assume all fiscal responsibilities along with providing for efficient and coordinated operation of all Chapters for the Eastern Massachusetts Soccer Officials Association. (E.M.S.O.A.)

Duties and Responsibilities:

The following list of activities includes but is not necessarily limited to the following items:

- Accurate recording and collection of all dues, penalties and fees of active members.
- Provide information to allow for fiscally responsible allocation of E.M.S.O.A. funds annually.
- Prepare agenda and details for the Annual Business Meeting.
- Maintain accurate records of attendance of members at mandatory Interpretation Meetings and regular season Chapter Meetings.
- Coordination of Chapter activities pertaining to Rules Clinics and Field Experiences.
- Respond to and administer all correspondence both incoming and outgoing.
- Enroll all active members of the E.M.S.O.A. with the MIAA and provide required documentation.
- Cooperate with all E.M.S.O.A. Committees in the provision of data and information relevant to their function.
- Produce newsletter(s) informing membership of E.M.S.O.A. upcoming and ongoing events.
- Publish the annual membership booklet listing accurate and up-to-date demographic data for each member.
- Inform League Commissioners of members who are no longer members of the E.M.S.O.A.
- Keep accurate minutes and provide agenda items for Executive Board meetings.
- Coordinate E.M.S.O.A. and Massachusetts Interscholastic Soccer Officials Assn. activities and information.
- Procure awards and recognition for membership; i.e. 10 year and 20 year jackets, Life Membership, etc.
- Assist Judiciary Committee in the preparation and execution of their duties.

Honorarium: As stated in the Compensation section of this document.

EMSOA WEBMASTER

Title:

E.M.S.O.A. Webmaster:

(Appointed by the President, with the approval of the Executive Board, for a three year term.)

Objectives:

The Webmaster provides for the proper maintenance and construction of the E.M.S.O.A. Web site.

Duties and responsibilities:

The person who serves in this capacity should possess qualities to be able to perform the following duties:

- The ability to monitor, improve and update the performance of the existing Website.
- The Webmaster must know about the business of the E.M.S.O.A. in order to keep information relevant.
- Be able to work with the Secretary/Treasurer and other officers and committees within the organization.
- Attend Executive Board meetings as a participant and non-voting member.
- Be a facilitator and resource person for the benefit of the E.M.S.O.A.
- Assist and promote the development of improvements to the Website.
- Perform additional duties as requested by the Executive Board.

Compensation: The Webmaster will receive consideration of annual dues and honorarium as stated in the Compensation section of this document. With Executive Board approval, the funding and resources necessary to maintain the Website will be reimbursed.

Approved: December 2008. Amended January 2016.

EMSOA EXECUTIVE ADVISOR

Title:

EMSOA Executive Advisor

(Appointed by EMSOA Executive Board and ratified by the Annual Business Meeting members for a one year term.)

Objectives:

This position could serve primarily as an advisor to the EMSOA Executive Board. On occasion this person could be called upon as an intermediate or temporary replacement for any Officer or member of the EMSOA Executive Board should there be a resignation or other vacancy occurring on the Executive Board. The resources of the position would be invaluable during transitional periods and other functions requiring a voice of experience in dealing with interscholastic soccer.

Duties and responsibilities:

- To act in an advisory capacity based upon experience and knowledge of the EMSOA organization at EMSOA Executive Board and Annual Business Meetings.
- To serve as Chairman of any ad hoc committee formulated by the Executive Board.
- To act as a general consultant to the EMSOA in matters concerning the good of the organization.
- To provide any other functions as determined by the EMSOA Executive Board.

Qualifications required for this position: Experience, but not limited to, as an Interscholastic Soccer Official, Interscholastic League Commissioner, Interscholastic Soccer Coach, membership on the EMSOA Executive Board, past or present officer of the EMSOA, Life Member status with the EMSOA, previous experience and collaboration with MISOA and MIAA.

Compensation: The Executive Advisor will receive consideration of annual dues

Adopted December 5, 2009

ADMINISTRATOR OF EMSOA LIST ON ArbiterSports.com

Title:

Administrator of EMSOA list on ArbiterSports.com

(Appointed by the President, with the approval of the Executive Board, for a three year term.)

Objectives:

Provide for the proper maintenance and use of the E.M.S.O.A. list of members on ArbiterSports.com

Duties and responsibilities:

- Be familiar with use of the ArbiterSports.com assigning website.
- Be able to work with the Secretary/Treasurer and other officers and committees within the organization.
- Attend Executive Board meetings as a participant and non-voting member.
- Be a facilitator and resource person for the benefit of the E.M.S.O.A. on matters related to the ArbiterSports.com assigning website.
- Assist and promote the development of improvements to the EMSOA List on ArbiterSports.com.
- Perform additional duties as requested by the Executive Board.

Qualifications required for this position:

Compensation: The administrator will receive consideration of annual dues and honorarium as stated in the Compensation section of this document.

Adopted January 10, 2016.

COMPENSATION OF OFFICERS:

The following officers of EMSOA shall be as stated below. In accordance with the By-Law, recommendation for changes to such compensation will be made by the Executive Board and approved by the Business Meeting:

Secretary/Treasurer	\$2,300 / year
Directors of Assessment	\$250 / year (in addition for fee for doing game assessments)
Directors of Assessment expenses	Not to exceed \$100 / year
Assessors	<ol style="list-style-type: none"> 1. Difference between varsity and sub-varsity fee for partner assessment (assessor is one of the 2 referees on the field) 2. A varsity fee for each assigned assessment (assessor is off the field and watching the referee(s) on the field) 3. A varsity fee and a half for two assessments made when the assessor has watched one game with two referees on the field. 4. Twice the varsity fee for three assessments done when the assessor has watched one game with three referees on the field doing a diagonal system of control. 5. Assessor will be paid the appropriate fee when he is appropriately assigned to a game, he goes to the field and finds that they person to be assessed is not present
EMSOA Interpreter	\$1,550 / year
EMSOA Webmaster	\$250 / year
Administrator of EMSOA list on ArbiterSports.com	\$500 / year
Clinic Instructor	\$42/new member (New members include those who took the full clinic and New members who took a mini-clinic because they are out-of-state transfers or USSF grade 7 or better)

This policy amended by the E.M.S.O.A. Executive Board on January 10, 2016.

AUDIO RECORDING OF EXECUTIVE BOARD MEETINGS:

An audio recording will be made (if possible) of all meetings of the Executive Board. The recording will be used to assist in making the minutes of each meeting and will be retained for not more than 2 years. Members of the Executive Board may receive a copy of the recording upon request whether they were present or absent from the meeting. The recording will not be made available to other members of EMSOA.

This policy approved by the E.M.S.O.A. Executive Board on November 17, 2013.