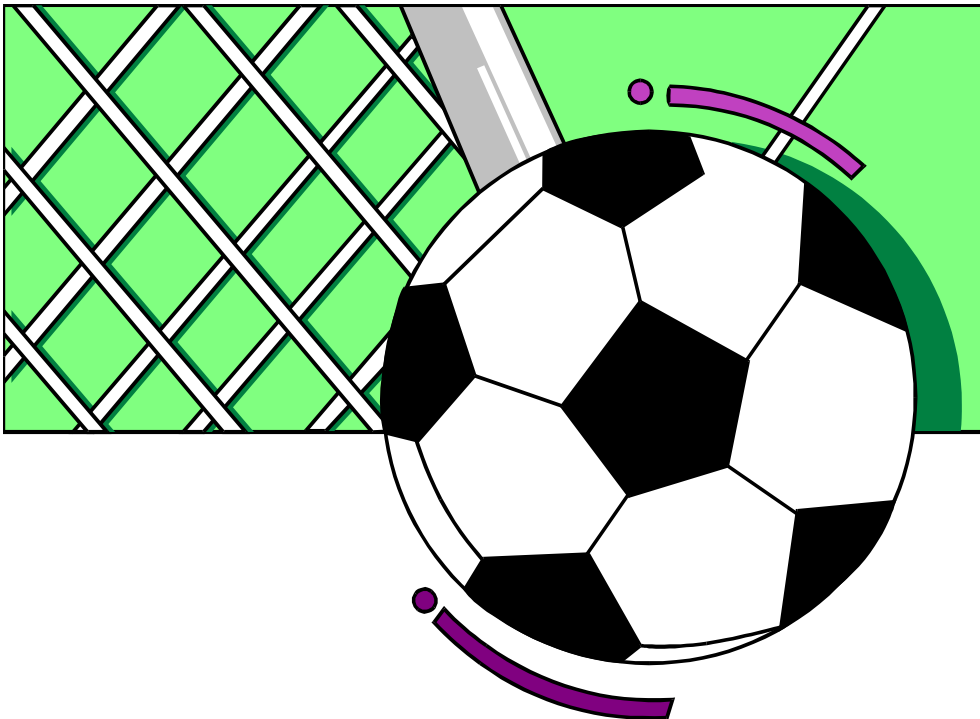


Adopted December 2000  
Amended January 2004

**QUAD-COUNTY SOCCER REFEREES ASSOCIATION**  
(Covering Grays Harbor, Lewis, Mason, and Thurston Counties)

**CONSTITUTION  
AND  
BY-LAWS**



# **QUAD-COUNTY SOCCER REFEREES ASSOCIATION**

**(Covering Grays Harbor, Lewis, Mason, and Thurston Counties)**

## **CONSTITUTION**

### **Article I**

#### **Name, Object and Affiliation of Association**

##### **Section 1**

This organization shall be known as the Quad-County Soccer Referees Association, hereafter referred to as the QCSRA. The QCSRA is the Association/Board within the geographical area comprised of Grays Harbor, Lewis, Mason and Thurston Counties which is recognized by the WIAA and the WOA as having the responsibility for the training and assigning of officials for interscholastic athletic events and the coordination of the instruction of the officials, coaches, and players for the sport of soccer. The QCSRA , its members, and its Executive Board shall act as both the WOA Association for boys soccer and the WOA Board for girls soccer.

##### **Section 2**

QCSRA is affiliated with the Washington Officials Association (WOA) and in matters arising from WIAA sanctioned activities shall adhere to the WOA Constitution and By-laws.

##### **Section 3**

The purpose of the QCSRA is to provide qualified officials for WIAA sanctioned regular season and post season events and to promote the highest standards of performance and sportsmanship in soccer by recruiting, training, developing and evaluating referees, and by assigning appropriately qualified officials to contests of all levels. The QCSRA shall strive to provide continued education of referees, communication with affiliated groups and to promote uniformity in the application of the National Federation Rules and the observance of the spirit and letter of playing rules and ethical codes on all occasions.

### **Article II**

#### **Membership**

##### **Section 1**

Members shall be registered or certified members of WOA, and QCSRA annual dues must be current, and who have fulfilled the attendance requirements as defined in the constitution.

##### **Section 2**

Any persons desiring membership in the WOA must present his or her application for approval, along with stipulated fees, to the QCSRA Assignor, who will present the application and fees to the WIAA office.

### **Section 3**

Qualifications for **registered** membership with WOA shall be:

- A. Current registration with WOA, and
- B. Membership in good standing in QCSRA.
- C. This qualification allows officials to be assigned non-varsity contests only.

### **Section 4**

A. Qualifications for **certified** membership with WOA shall be:

- In addition to meeting the requirements in Section 2, officials must annually attend a sanctioned WIAA Rules Clinic in that sport, and must either pass the current WIAA approved test in that sport with a score of 70% or higher, or meet the meeting attendance requirements from the previous year. New officials must pass the WIAA approved test in that sport with a score of 70% or higher.
- Only certified officials can be assigned varsity and/or post season contests.

### **Section 5**

A. The QCSRA Executive Board may set attendance requirements of their members.

### **Section 6**

A. All members in good standing shall have full, equal voting rights. Any questions of legitimate membership will be appealed to the Executive Board and resolved by either displaying a current WOA registration card, or subject to the official membership listing as furnished by the WIAA office.

### **Section 7**

A. Membership shall not be restricted in any way because of an applicant's race, color, religious preference, gender, age or national origin.

## **Article III Officers and Duties**

### **Section 1**

The Executive Board of the QCSRA shall consist of the President, Vice-President, Secretary, Treasurer, and the four County Representatives. All board members shall have full, equal voting rights.

### **Section 2**

The Executive officers shall be currently certified, paid officials in good membership standing in the QCSRA.

**Section 3 Officers and Duties:**

The **President** shall:

- preside at all meetings of the QCSRA;
- enforce the constitution and its bylaws;
- appoint the Assignor for the WOA and other leagues, which will be approved by the remaining Board members;
- appoint the chairmen of all committees and appoint the standing committees unless otherwise specified in the constitution;
- fill all vacancies in the committees and the Executive Board within 30 days of resignation or removal of any member; and
- be the official representative of the QCSRA at meetings with any other organizations unless otherwise specified by the constitution.

The **Vice President** shall:

- assume the duties of the President during his absence;
- serve as chair of the Education Committee;
- coordinate educational seminars and training sessions for the membership of the QCSRA and other interested organizations;
- plan and direct the required monthly educational sessions for the QCSRA general meetings;
- publish a quarterly newsletter;
- maintain a current file of deviations, changes or decisions to the various leagues or playing association local rules or deviations, and keep these items available to all members;
- collaborate with the WOA Assignor in planning for and implementing WOA educational clinics;
- be empowered to appoint committees to assist him.

The **Secretary** shall:

- keep the minutes and attendance records of all regular and board meetings;
- file and process all correspondence pertaining to the QCSRA;
- maintain a list of all members of the QCSRA, including current licensing level and provide said list to each board member upon request.

(Amended January 2004)

The **Treasurer** shall:

- keep an accurate accounting of all moneys, receipts, and expenditures; and shall make a financial report to the Executive Board on request, but not less frequently than each quarter;
- be responsible for receipt and deposit of all referee's game fees through the Assignor and other revenue to the QCSRA; and
- disperse said games fees to member referees, as authorized by the Assignor in a prompt and timely manner.

(Amended January 2004)

The **County Representatives (one each from Grays Harbor, Lewis, Mason, Thurston)** shall:

- represent the general membership from their County and the Board in all matters;
- be primarily responsible for developing and increasing membership from their County.

The **Assignor** (a nonvoting position) shall:

- represent the QCSRA on all matters relative to the WIAA, the WOA, and/or schools serviced by the QCSRA;
- assume the role and tasks of the WIAA/WOA "Assigning Secretary"
- act as delegate to the WOA Representative Assembly with full voting authority for both the Association (boys soccer) and the Board (girls soccer);
- act as delegate of the QCSRA to negotiate terms of contracts and agreements for service to schools within the service area of the QCSRA;
- arrange for required WOA officials clinics and other training workshops, as needed;
- facilitate the registration and certification of qualified WOA soccer officials and maintain a list of registered and certified WOA officials;
- assign officials to all interscholastic soccer matches, for both boys and girls regular seasons, for all high schools, middle schools, and other schools serviced by the QCSRA, and for post season matches, both boys and girls, as may be the assigned responsibility of the QCSRA;
- periodically invoice serviced schools for officials fees due, receive said fees, and deposit and disburse said fees through the QCSRA Secretary-Treasurer; and
- be empowered to appoint assistants to aid him/her as needed to carry out his/her duties.

#### **Section 4 Elections and Terms of Office**

- A. Nominations and elections for all executive officers shall be at the Annual General Meeting which shall be held in January. (Amended January 2004)
- B. Vacancies shall be filled by appointment by the Executive Board and shall assume the appointed duties immediately upon appointment.
- C. Removal of an officer shall be for cause of any violation of this Constitution, its amendments or bylaws, by bringing the QCSRA into disrepute, breach of ethics, or actions contrary to the best interest of the QCSRA as determined by the Executive Board. Removal of an officer shall be by three-fourths (3/4) majority vote of a quorum at any general membership meeting.

### **Article IV Committees**

#### **Section 1**

The Executive Board shall appoint all committee chairmen and members as deemed necessary by the Executive board and not otherwise covered in this constitution.

#### **Section 2 Standing Committees**

Standing committees shall consist of:

- A. **Education:** chaired by the Vice President and shall include, but not limited to; the WOA and USSF Assignors, and all Licensed Instructors who are members of the QCSRA.
- B. **Assigning:** shall consist of the Executive Board. For post-season play, tournaments, playoffs or other special "Awards" or assignments, the assigning committee shall take the list of names of qualified recipients submitted by the Assignor, and make the decision as to whom shall assign or oversee said events.
- C. **Nomination:** The nomination committee shall be activated sixty (60) days prior to the annual general meeting and submit a list of nominees to the general membership thirty (30) days prior to the annual general meeting.
- D. **Fees:** The fees committee shall be responsible to examine and/or recommend fee structures, including games fees, travel allowances, and other fees for leagues serviced. Note that games fees for WIAA sanctioned matches are set statewide through the WOA.
- E. **Awards:** The awards committee shall be responsible to recommend awards programs for implementation and make recommendations to the Executive Committee for award of the following:
  - Girls and Boys Graduating Senior WOA Referee Of The Year (scholarship award to graduating seniors);
  - Most Sporting Like Girl Player Of The Year (WIAA);
  - Most Sporting Like Boy Player Of The Year (WIAA);
  - Most Sporting Like Girls Team Of The Year (WIAA);
  - Most Sporting Like Boys Team Of The Year (WIAA);
  - other awards as may be implemented

### Section 3

With the exception of the Nomination committee, it will be the responsibility of all committee chairmen to ensure a report is given to the Executive Board prior to every general membership meeting. This report may be oral or written. The report will include a minority opinion if there is a dissenting member.

## Article V

### Candidates, Examination, Membership, and Judicial

#### Section 1 Applications For Membership

It is the intent of the QCSRA to assist any person interested in officiating soccer games to achieve proficiency. All applications for membership shall be acted upon by the Executive board upon recommendation of the membership committee. The membership committee may recommend requirements of study and/or apprenticeship based upon the applicant's experience level.

#### Section 2 Lapsed Membership

Members inactive for the period of one year, or more, and not refereeing during that period of time, and members owing money to the QCSRA must appear before the Executive Board before being reinstated as a referee in good standing.

### **Section 3    Credentials**

The Executive board shall be the deciding authority in accepting the credentials of any new or transferring candidates for membership in the QCSRA. The Board may require assessment prior to accepting an placing a candidate on the officials list.

### **Section 4    Transfer Members**

Any person transferring from other associations, currently certified or registered with WOA or having a current USSF license, may be accepted as a member of the QCSRA by approval of the Executive Board and payment of dues, without prior recommendation of the membership committee.

## **Article VI Misconduct, Due Process**

### **Section 1    Judiciary**

The Executive Board of the QCSRA is the Judiciary body of this association and shall be responsible for the review of all questions of policy of the QCSRA and all complaints filed against its members. It shall be the responsibility of the Board to take appropriate action subject to the review of any appeal by the general membership of the QCSRA.

### **Section 2    Procedures**

The QCSRA shall adopt due process procedures consistent with those adopted by WOA for incidents of misconduct related to WIAA sanctioned activities and consistent with those adopted by USSF for incidents of misconduct related to USSF sanctioned activities.

The QCSRA, having reasonable cause to believe that an official is ineligible to officiate in an match under the Rules and Regulations of the WIAA/WOA and/or the USSF, shall provide the official with notice of his/her ineligibility either by certified mail or by delivering said notice in person. The notice shall: (a) specify the reason(s) for the alleged ineligibility and the rule being violated; (b) advise the official of his/her opportunity to request a hearing at the local level in order to contest the reason(s) for the allegation(s) of such alleged ineligibility; (c) state that a written petition for a hearing must be postmarked or received by the QCSRA, or its designee, on or before the expiration of the seventh (7th) calendar day after notification of ineligibility; (d) specify how the petition for hearing can be served upon the QCSRA or its designee; and (e) provide the official with the form(s) necessary to petition for a hearing pursuant to the procedure provided herein. An official making petition for a hearing with the QCSRA may not officiate in interscholastic athletic activities for a period of fourteen (14) calendar days from the date the Petition is received by the Executive Board. If the Executive Board fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date of the petition, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

### **Section 3 WOA/WIAA Regional Procedures**

If, after granting a fair hearing, an QCSRA has upheld its ruling of ineligibility or misconduct, it must provide the official with WOA Notice of Appeal at the time of the decision is rendered. The notice shall: (a) advise the official of his/her opportunity to request a hearing at the Regional level and (b) state that a written petition for a hearing with the Regional Committee must be postmarked to the Regional Committee or its designee(s) on or before the expiration of the seventh (7th) calendar day after the local hearing. If the Regional Committee fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date that the Petition is received by the Regional Committee, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

- A. **Ruling** - After hearing the evidence, the Regional Committee and the person presiding at the hearing shall render a written decision within fourteen (14) calendar days.
- B. **Right of Appeal** - Following the decision of the Regional Committee, the official may appeal. This appeal must be in writing and be postmarked within seven (7) calendar days to the WOA Executive Director.

### **Section 4. WOA/WIAA STATE PROCEDURES**

If, after granting a fair hearing, a Regional Committee has upheld its ruling of ineligibility or misconduct, it must provide the official with WOA Notice of Appeal at the time the decision is rendered. The notice shall: (a) advise the official of his/her opportunity to request a hearing with the WOA Executive Director or his/her designee and (b) state that a written petition for a hearing with the WOA Executive Director must be postmarked or received by the WOA Executive Director or his/her designee on or before the expiration of the seventh (7th) calendar day after the Regional Hearing. If the WOA Executive Director fails to grant a hearing to the ineligible official within fourteen (14) calendar days from the date that the Petition is received by the WOA, the official shall thereafter be deemed eligible to officiate until a decision to the contrary is made.

- A. **Ruling** - After hearing the evidence, the WOA Executive Director or his/her designee shall render a written decision within fourteen (14) calendar days.
- B. **Right of Appeal** – Following the decision of the WOA Executive Director, the official may appeal. This appeal must be in writing and be postmarked within seven (7) calendar days to the WOA Executive Board whose decision shall be final. The WOA Executive Board must render a decision on any appeal within fourteen (14) calendar days.

The WOA Executive Board has the initial authority to rule in eligibility matters under the following conditions: (1) the QCSRA has exhausted their due process procedure and an official appeals to the Regional Committee then to the WOA Executive Director; (2) A local QCSRA has failed to take action on a misconduct which falls under the context of this Article; or (3) The misconduct involved the actions of an QCSRA or any officer/assignor affiliated with or employed by a local QCSRA in any sport. The WOA Executive Board or its designee shall be notified in writing by the local QCSRA or any official suspended locally due to misconduct or violation of WIAA/WOA Rules and Regulations.

Proven misconduct on the part of an official by the WOA Executive Board can result in suspension of not less than one year and/or a fine of up to \$100. An official who is charged under this section and found guilty is suspended from the WOA until the fine is paid, should that be the designated penalty. A second proven misconduct on the part of an official can result in permanent suspension from the WOA.

In the event that action is taken against an QCSRA officer, assigning secretary, or WOA Executive Board member, the remainder of the WOA Executive Board shall decide whether the member who is suspended, fined or put on probation shall retain his/her position.

### **Section 5. MISCONDUCT**

Misconduct can be charged for but is not limited to the following:

- Using abusive language.
- Degrading fellow WOA members.
- Providing unwarranted, derogatory news media releases and/or interviews.
- Using distasteful gestures.
- bringing the QCSRA into disrepute,
- breach of ethics, or actions contrary to the best interest of the QCSRA as determined by the Executive Board;
- Using mood altering substances the day of the game that could substantially impair judgment (i.e. alcohol, drugs, or even certain prescription drugs).
- Undercutting the established WIAA/WOA officials contest fees.
- Failing to show up for a contest assignment previously accepted.
- Violating any section of the WOA Constitution and By-laws.
- Intentionally deviating from enforcement of WIAA approved rules.
- Failing to wear the proper WOA uniform.
- Being charged with a felony criminal act or a misdemeanor act involving use or distribution of mind or body altering drugs, theft or acts involving moral turpitude (Emergency suspension before the hearing is permissible if serious charges warrant it).
- Being convicted of a criminal act.
- Requesting to officiate a game from any coach, league or administrative official thereof.
- Obligating themselves to any person affiliated with any contest they might be assigned to officiate.

### **Section 5. DISPUTE RESOLUTION (WIAA/WOA)**

The WOA Executive Director or his/her designee has the authority to resolve any dispute that cannot be decided at the local level, whether it is between WIAA member schools and the QCSRA or between two Associations / Boards. Any such dispute may be submitted in writing to the WOA for resolution. This letter must be submitted to the WOA Executive Director or his/her designee who will determine the process for resolving the dispute. The WOA Executive Director or his/her designee may cause resolution through fact finding or mediation. Should binding arbitration be necessary, the affected parties shall be responsible for obtaining and paying the cost of the services of a binding arbitrator who is a neutral party.

**Section 6 Complaints**

All complaints against a member of the QCSRA, by any other association or club, must be made in writing to the Secretary within 5 working days of the cause of complaint. The Secretary will notify the President within 24 hours of receipt of such report.

**Section 7 Failure To Appear For An Assignment**

Any referee who fails to appear for an assignment shall be subject to a fine, at the discretion of the appropriate Assignor, equal to 50% of the game fee. No referee may change or cancel an assignment after 24 hours prior to the assignment, except in the case of an emergency, and with the approval of the Assignor. The Executive Board shall review all appeals to fines levied. Relief from the fine can be only on the basis of the facts relevant to the above criteria and/or the determination as to the validity of an emergency situation.

**Section 8 Solicitation of Games**

No referee shall solicit games or coaches lists without approval from the Executive board. If such infractions occur, disciplinary action may be taken by the Board.

**Section 9 Officiating Games not Assigned**

Any unassigned games officiated by a member must be reported to the appropriate Assignor within 48 hours, in order to facilitate payment of the referee for that game.

**Article VII  
Amendments**

**Section 1**

This Constitution and By-laws shall be reviewed yearly by the Executive Board.

**Section 2**

This Constitution and By-laws may be amended by a two-thirds (2/3) majority vote of the Executive Board and a 2/3 vote of the membership at any meeting.

**Section 3**

The effective date of each amendment shall be stipulated within the amendment.

Adopted and executed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
President

\_\_\_\_\_  
Secretary