

CONSTITUTION

&

BY LAWS

EASTERN MASSACHUSETTS

SOCCKER

OFFICIALS ASSOCIATION, INC.

www.emsoa.org

**BY LAWS & CONSTITUTION
EASTERN MASSACHUSETTS SOCCER OFFICIALS ASSOCIATION, INC.**

<u>TABLE OF CONTENTS</u>	<u>Pg.</u>
<u>Article I - Organization</u>	
Name and Purpose - - - - -	3.
Location - - - - -	3.
Corporation Seal - - - - -	3.
Fiscal Year - - - - -	3.
<u>Article II - Membership</u>	
Regular membership and Dues -- - -	4.
Categories of Members - - - - -	5.
<u>Article III - Organizational Structure</u>	
Officers - - - - -	6.
Board of Directors - - - - -	7.
The Executive Board - - - - -	7.
Chapters - - - - -	7.
Committees - - - - -	8.
Meetings - - - - -	8.
Order of Business - - - - -	9.
Rules of Order -- - - - -	9.
Assessment - - - - -	9.
Suspensions and Expulsions - - - -	10.
Amendments - - - - -	10.
<u>Article IV - Ethics</u>	
Code of Ethics -- - - - -	11.
Uniforms - - - - -	12.
Game Assignments - - - - -	12.
Exceptions - - - - -	13.
<u>Article V - Miscellaneous</u>	
Execution of Papers - - - - -	13.
Personal Liability - - - - -	13.
<u>Policies & Procedures</u>	
Complaints and/or Grievances Regarding Officials - -	16.
Guidelines for Submissions - - - - -	17.
Criminal Record Policy - - - - -	18.
<u>Job Descriptions</u>	
Directors of Assessment - North - South - West - -	20.
Interpreter/EMSOA - - - - -	21.
Secretary/Treasurer - - - - -	22.
Web Master - - - - -	23.
Executive Advisor - - - - -	24.

**BY LAWS & CONSTITUTION
OF
EASTERN MASSACHUSETTS SOCCER OFFICIALS ASSOCIATION
INCORPORATED**

**ARTICLE I
ORGANIZATION, NAME, PURPOSE AND APPLICATION**

Section I: Name and Purpose

A. The name of this organization is the Eastern Massachusetts Soccer Officials' Association Incorporated, hereafter referred to as the EMSOA.

B. The purpose of the organization is:

1. To promote, develop and improve, in general, the game of soccer.
2. To collaborate with other soccer associations, coaches, officials, etc. for the advancement of the game of soccer.
3. To promote the uniform interpretation and administration of the rules of soccer by all officials.
4. To provide trained and capable officials to referee soccer matches at MIAA member schools.

Section II: Location

The principal office of the EMSOA in the Commonwealth of Massachusetts shall initially be located at the place set forth in the Articles of Organization. The directors may change the location of the principal office in the Commonwealth of Massachusetts effective upon filing a certificate with the Secretary of the Commonwealth.

Section III: Corporation Seal

The directors, hereafter referred to as the Executive Board, may adopt and alter the seal of the Corporation.

Section IV: Fiscal Year

The fiscal year of the Corporation shall, unless otherwise decided by the Executive Board, end on December 31 in each year.

ARTICLE II

MEMBERSHIP

Section I: Regular Membership and Dues

A. Regular membership is open to anyone 18 years of age as of September 1st of the year for which membership is sought. All new applicants for membership, excepting those seeking membership under Article H (following) will be required to attend a 12 hour course of instruction, take and pass a written examination (passing grade of 80%) and participate in a field trial, as available. The Judiciary Committee must approve all elements of these requirements.

B. Dues shall be payable annually on or before November 1st; this insures membership for the following season. ***If dues are NOT paid by then, a penalty fee of \$5.00 will be assessed over and above the regular dues. If dues are NOT paid by January 1st, a penalty of \$10.00 shall be assessed over and above the regular dues. IF DUES ARE NOT PAID BY FEBRUARY 1ST OF THE FOLLOWING YEAR, THEN EXPULSION WILL BE RECOMMENDED.*** Dues shall be as follows:

1. Active MembershipVarsity Fee (*Effective 2007 season*)
2. Inactive MembershipVarsity Fee (*Effective 2007 season*)
3. Associate Membership \$5.00
4. Honorary Life Membershipexempt
5. 25 - Year Service Life Membership exempt

C. By acceptance of membership in the EMSOA, the individual pledges to be bound by the Association's Code of Ethics and rulings. Further, agrees that any violation of said rulings subjects them to suspension or expulsion from the Association.

D. No persons will be allowed a testing date other than one set by the Judiciary Committee in conjunction with the local chapters.

E. Members will receive game fees according to the existing fee schedule, which may be changed from time to time by the Massachusetts Interscholastic Athletic Association Game Officials Committee.

F. All probationary (first year) members shall serve a minimum of one (1) season at the sub-varsity level.

G. No member may knowingly officiate a game with a non-local MIAA affiliated board member.

H. An official requesting transfer from a recognized local board must provide a letter of membership in good standing, which includes the type and number of years experience. Transfers are subject to the review of the Executive Board.

ARTICLE II – MEMBERSHIP (Cont’d.)

Section II: Categories of Members

A. Active Membership in this association is open to all persons who have reached the age of 18 years by September 1st of the calendar year and have successfully met membership requirements established by the Judiciary Committee.

B. Inactive Membership is open to any Active Member in good standing who requests such status in writing to the Executive Board. Any Inactive Member who wishes to become ACTIVE after two (2) years must be re-tested in a manner approved by the Judiciary Committee. The regular annual dues will be required of all Inactive Members.

C. Associate Membership shall be open to all persons interested in the welfare of the EMSOA and the game of soccer. Applicants must have the approval of the Executive Board. Associate members shall not have the right to vote, nor the opportunity to hold office, and cannot officiate. Associate Membership dues will be \$5.00 per year.

D. Honorary Life Membership may be granted by the Executive Board to outstanding members with a minimum of 20 years of service as an ACTIVE Member in good standing; who have distinguished themselves in the EMSOA by their participation in the organizational structure as a volunteer or in an elected position; and have acted in the best interest of soccer. Honorary Life Members will have full voting rights, the right to officiate games, and will be exempt from the payment of annual dues.

E. 25 - Year Service Life Membership is granted by the Association to members with 25 years of service as an ACTIVE Member in good standing. 25 - Year Service Life Members will have full voting rights, the right to officiate games, and will be exempt from the payment of dues.

F. Special Condition Membership. Anyone 18 years of age on Sept. 1 of the year for which membership is sought and satisfies the requirements of this paragraph may seek membership under "Special Conditions". Applicants under these provisions must be recommended to the Judiciary Committee by two members, in good standing, of the E.M.S.O.A. and produce evidence of membership in good standing in an acceptable fellow soccer official's association. Examples of categories of applicants for this Special Condition category includes but is not limited to USSF officials (grade 7 and above). Officials applying under this category, to obtain membership must:

1. Complete an abbreviated course of instruction, specifically designed for this category of applicant.
2. Pay all applicable dues and testing fees.
3. Take and pass the required membership written test with a grade of 80%.
4. Take and pass a field trial, if applicable.

The course and test, approved by the Judiciary Committee will specifically cover any and all areas of officiating that differs from USSF or NCAA rules (certainly to include, but not limited to National High School Federation and MIAA rule exceptions, two official mechanics and E.M.S.O.A. Ethics.)

All applicants in this category must be individually approved by action of the Executive Committee. Applicants approved in this category will be considered regular members upon their acceptance by the Executive Committee and have full privileges of E.M.S.O.A. membership. *“All of the above requirements must be met by the last day of August. Satellite clinics should be pre-announced with names of individuals conducting clinic along with place and time.” (Adopted Dec. 2007)*

Section III – Qualifications, Rules and Terms for Suspension or Expulsion from the Association.

1. **Failure to pay dues.** Members will receive notice of non-payment of annual dues after November 1st. of each season. A **second notice** will be sent after February 1st. Failure to respond, in writing, will result in termination of membership and **does not require prior notice.**
2. **Failure to attend Mandatory Interpretation Meeting and/or regular Chapter Meetings.**
3. **Willful and deliberate breach of articles listed in the E.M.S.O.A. Code of Ethics.**

Any member proposed for expulsion will receive advance written notice-stating reason for the proposed expulsion, opportunity to contest the proposal, in writing or in person, to the Appeals Committee and a final written notice of the Committee's decision. (Adopted Dec. 2008)

ARTICLE III - ORGANIZATIONAL STRUCTURE

Section I: Officers

- A. The officers shall consist of a **PRESIDENT, VICE-PRESIDENT, SECRETARY/TREASURER, INTERPRETER and DIRECTORS OF ASSESSMENT**, and shall be elected by the membership at the Annual Meeting.
- B. Officer's duties shall be those usually appertained to the respective office.
- C. Only active members in good standing are eligible to hold office.
- D. Action on any vacancy occurring during the year shall be addressed at the Annual Meeting.
- E. The **PRESIDENT, VICE-PRESIDENT, and INTERPRETER** will serve a two (2) year term. The **SECRETARY/TREASURER and DIRECTORS OF ASSESSMENT** will serve a three (3) year term. Terms of office shall begin at the conclusion of the Annual Business Meeting.
- F. The **SECRETARY/TREASURER** shall be paid for his/her services each year. The amount of payment may be changed from time to time as recommended by the Executive Board and voted by the membership to reflect organizational changes. (Honorarium = \$2,300.00 as of Dec. 2, 2007) effective 2008.
- G. The **INTERPRETER** shall be paid an annual stipend for services rendered. The amount of payment may be changed from time to time as recommended by the Executive Board and voted by the membership to reflect changes in work. (Honorarium = \$1,550.00 as of Dec. 2, 2007) effective 2008.
- H. There will be a **DIRECTOR OF ASSESSMENT** in each local chapter (North, South, West and Other) who shall be selected from resumes submitted to Chapter Presidents and passed on to the Executive Board for approval. A stipend will be paid for rendered services, (Exec. Bd. recommends \$1,000.00 (adopted 2009) honoraria plus \$250.00 for expenses).

ARTICLE III: ORGANIZATIONAL STRUCTURE (Cont'd.)

Section I: Officers (Cont'd.)

The amount of payment may change from time to time as recommended by the Executive Board and voted by the membership at the Annual Business Meeting to reflect changes in work. It should be understood that assessments will not necessarily be done by the Director of Assessment for that Chapter but could be conducted by a senior or retired varsity official appointed by the Director of Assessment. The person that conducts the assessment would be paid for the assessment.

Section II: Board of Directors

A. The Board of Directors shall consist of the **PRESIDENT, VICE-PRESIDENT, SECRETARY/TREASURER, INTERPRETER and DIRECTORS OF ASSESSMENT**; and shall also include the Chairperson of any affiliated local chapter.

B. **The Board of Directors** shall meet on an annual basis prior to the beginning of the fall soccer season.

Section III: The Executive Board

A. **The Executive Board** shall consist of the members of the Board of Directors, the immediate Past-President, the members of the Judiciary Committee, the Chairman of the Judiciary Committee and Chapter representatives.

B. **The Executive Board** shall transact all routine business of the EMSOA and shall have the power, authority and responsibility to enforce these Bylaws.

C. **The Executive Board** may fine, suspend, sanction and/or expel any member for failing to fulfill his/her obligations as a member of the EMSOA. Appeal of such disciplinary action may be made to the Appeals Board in accordance with these Bylaws.

D. **The Executive Board** will meet on a bimonthly basis with additional meetings scheduled as necessary. A quorum shall consist of a simple majority

Section IV: Chapters

A. The EMSOA may elect to charter smaller organizational groups, referred to as Chapters.

B. Chapters may be chartered when there is a common purpose deemed by the Executive Board of the EMSOA to be of benefit to the EMSOA and its members (i.e., regional or geographical areas; or a category such as Tournament Officials, etc.).

C. Each Chapter will elect a Chairperson, who will also become a voting member of the EMSOA Board of Directors. Also, a Recording Secretary, and a Chapter Interpreter who will coordinate with the Interpreter of the EMSOA. Each to be elected annually and serve a two (2) year term.

D. Chapters shall schedule membership meetings in cooperation and conjunction with the Executive Board.

Section IV: Chapters (Cont'd.)

E. A budget item is appropriated annually by the EMSOA to each chapter for the express purpose of funding instructional clinics at Chapter regular Season Meetings. The maximum amount of \$500.00 to be expended annually, by each Chapter with the express approval of the Chapter President. Funds may be used only to fund training materials and to provide honoraria to Clinicians who must be approved by the Chapter President, Chapter Interpreter and the EMSOA Interpreter. *Approved December 2006.*

Section V: Committees

A. The following standing committees shall be appointed by the PRESIDENT:

1. Judiciary Committee - three (3) to five (5) members appointed annually. Each chapter must be represented.
2. Banquet Committee - chaired by the VICE-PRESIDENT.
3. Special Committees - as needed.
4. Appeals Committee - Comprised of three (3) past Presidents; Chairperson to be elected from within the committee.

B. The duties of the **Judiciary Committee** shall be as follows:

1. To prepare and administer the annual examination and to decide on the eligibility of all candidates for membership.
2. To consider any and all complaints of any member, which must be made in writing and make recommendations to the Executive Board.
3. To take attendance at meetings and to make recommendations for disciplinary action when appropriate to the Executive Board.

C. The duties of the **Appeals Board** shall be as follows:

1. To consider appeals of members who have been disciplined by the Executive Board within 14 days of receipt thereof.
2. To render a written decision within 14 days of consideration, and notify both the appellant and the Executive Board of said decision in writing.
3. To keep and maintain records of appeals acted upon and dispositions rendered.

D. The duties of the **Financial Oversight Committee** will be as follows.

1. to provide a review of Treasurer's Reports, monthly Bank statements and Expenditures.

Section VI: Meetings

A. All members are invited and encouraged to attend the Annual Business Meeting on a date and place called by the PRESIDENT.

B. The Annual Business Meeting membership will consist of 9 voting representatives from each Chapter. These members will meet annually to the authoritative conduct the business of the E.M.S.O.A. at a place and time after the regular season.

C. Every active member is **REQUIRED TO ATTEND THREE (3) MEETINGS** each year.

1. All members **ARE REQUIRED** to attend a mandatory Interpretation Meeting at one of the Chapter sites.
2. All members **ARE REQUIRED** to attend two (2) Chapter meetings during the season (in addition to the Annual Interpretation Meeting); meetings are scheduled each month at each Chapter for this purpose.

D. An Active Member **NOT ATTENDING** the **REQUIRED MEETINGS** may be **EXPELLED**. Members who request to seek excuses from attending the mandatory Interpretation Meeting will be limited to a total of three (3) excused absences. Any requests beyond the three (3) absences limit will result in the member being **REQUIRED** to attend a regularly scheduled Chapter Rules Clinic in order to officiate that season.

Section VI: Meetings (Cont'd.)

- E. Special meetings may be called by the PRESIDENT or upon written request of five (5) Active Members.
- F. Any member wishing to be excused from attending a meeting shall send a written request to the Secretary/Treasurer including reasons for the request.
The Executive Board will determine whether or not to excuse the member from attending.
- G. A quorum shall consist of twenty-five percent (25%) of the Voting members.
- H. Regular season Chapter meetings will not be held on any religious or legal holiday.

Section VII: Order of Business

- A. The agenda for the Annual Meeting shall be as follows:
 - 1. Reading of the Minutes
 - 2. Election of Officers; (if an election year)
 - 3. Interpreters Report
 - 4. Report of the Treasurer
 - 5. Committee reports
 - 6. Communications
 - 7. Unfinished Business
 - 8. New Business
 - 9. Adjournment

Section VIII: Rules of Order

Robert's Rules of Order shall be the authority for matters not covered in these Bylaws.

Section IX: Assessment

- A. The purpose of the EMSOA Assessment Program is to improve and upgrade the quality of officiating in our association by:
 - 1. Assisting the new official to learn the mechanics of officiating;
 - 2. Identifying potential varsity officials;
 - 3. Upgrading experienced varsity officials.
- B. Assessments for members should be available upon request to the DIRECTORS OF ASSESSMENT. The request may be made by contacting the DIRECTORS OF ASSESSMENT in writing. Officials should request assessment in this manner PRIOR to becoming a varsity official.
- C. The Assessment Program will consist of three (3) phases:
 - 1. All new officials will work at least one (1) Junior Varsity game with a designated assessor/official who will give verbal feedback to the new official regarding signals, mechanics, positioning, game control, and selection of calls. A written assessment will be sent to the DIRECTORS OF ASSESSMENT who will send a copy to the observed official.
 - 2. Junior Varsity officials who wish to be upgraded to Varsity level shall notify the DIRECTORS OF ASSESSMENT prior to becoming a Varsity official. The DIRECTORS OF ASSESSMENT will seek a varsity assignment for that official, who will then be assessed by a assigned assessor/official. A passing assessment will allow the EMSOA to designate that official a Varsity official for the coming season, and the league commissioner(s) shall be duly notified.

Section IX: Assessment (Cont'd.)

3. Assessments will be available to all Varsity officials, upon written request to the DIRECTORS OF ASSESSMENT, to assist an official to improve performance.

D. Commissioners and the Executive Board may request the DIRECTORS OF ASSESSMENT to assess an official to improve his/her skills. Any official so designated will be notified by the DIRECTORS OF ASSESSMENT. The official will choose the game to be assessed.

E. Funding for the program will essentially be from the EMSOA as a service to its members, but may be partially borne by the individuals being assessed.

Section X: Suspensions and Expulsions

A. Any member who fails to pay dues by January 1st may be expelled from the EMSOA upon due notice.

B. Members who fail to attend aforementioned prescribed meetings during the season will be subject to expulsion from the EMSOA.

C. The Executive Board shall have the power to censure, suspend, or expel any member found guilty of misconduct. Any member so dealt with shall have the right to appeal such decisions to the Appeals Board.

D. Expelled or suspended members may exercise the appeal process upon receipt of such action within the allotted time stated and ONLY in writing.

E. Members who have been expelled and failed the appeal process may be reinstated ONLY by taking the annual examination and the payment of back dues and penalties.

F. Members who resign from the EMSOA shall have the right to be considered for readmission upon the following conditions:

1. Obtain prior approval by the Judiciary Committee.
2. Payment of the current years' dues.
3. Applications for readmission may be subject to successful completion of the annual examination at the discretion of the Executive Board.

Section XI: Amendments

A. Amendment(s) of these Bylaws may be proposed by any voting member in good standing.

Section XI: Amendments (Cont'd.)

B. Proposed amendment(s) shall be submitted to the EMSOA Secretary/Treasurer, in writing, not later than July 15th each year. The proposal will be mailed to the membership at least fourteen (14) days prior to the Annual Meeting, and shall be decided by the membership at the Annual Meeting.

C. To be approved a proposed amendment must obtain a two-thirds (2/3) vote of members present and voting.

ARTICLE IV **CODE OF ETHICS**

A. An official shall:

1. Exhibit conduct that brings credit to the EMSOA, on and off the field of play.
2. Honor his/her obligations to the EMSOA, attend meetings, and strive to become more knowledgeable of soccer rules, interpretation, and application on the field of play, and the use of proper field mechanics;
3. Maintain the personal appearance and physical fitness required to properly carry out the duties of a soccer referee;
4. Not accept any assignment which may lead to a conflict of interest, real or apparent;
5. Honor any and all assignments accepted;
6. Demonstrate the honor and dignity of the avocation in all personal conduct and relations with the student-athletes, coaches, athletic directors, school administrators, colleagues, and the public; and refrain from acting or speaking in a manner considered profane, offensive, or demeaning to any individual regarding her/his race, ethnic origin, economic status educational background, gender, sexual orientation, or religion.
7. Make game decisions without personal bias and in a manner that ensures player safety and conformance with accepted rules as designated by the MIAA.
8. Not act in any way that is detrimental to the organization, including but not limited to; any and all breach of conduct unbecoming a trusted soccer official; any breach of conduct governed by civil and/or criminal statutes; and any other breach of conduct as determined by the findings of the Judiciary Committee.
9. Bear a great responsibility for engendering public confidence in sports.
10. Be free of obligation to any interest other than the impartial and fair judging of interscholastic soccer competitions.
11. Hold and maintain the basic tenets of officiating, which include history, integrity, neutrality, respect, sensitivity, professionalism, discretion and tactfulness.
12. Be punctual and professional in the fulfillment of all game assignments.

Section I: Code of Ethics (Cont'd.)

13. Work with each other and their state association in a constructive and cooperative manner.
14. Resist every temptation and outside pressure to use one's position as an official to benefit oneself.
15. Never participate in any form of illegal gambling on a sports contest, may never gamble on any sporting event in which they have either a direct or indirect involvement, and may never gamble on events involving high school athletics.
16. Not make false or misleading statements regarding their qualifications, rating, credentials, experience, training or competence.
17. Accept responsibility for all actions taken.
18. Take reasonable steps to educate themselves in the recognition of emergency conditions that might arise during the course of competition.
19. While enforcing the rules of play, remain aware of the inherent risk of injury that competition poses to student-athletes. Where appropriate, they shall in the event management of conditions or situations that appear unreasonably dangerous.

Penalties for any of the ethics violations may warrant warnings, fines, probation, suspension or even immediate termination. Such penalties incurred will be determined by the Judiciary Committee's recommendation to the Executive Board upon completion of a hearing allowing for due process.

Section II: Uniforms

- A. The uniform shall consist of: black shorts or culottes; a Yellow Shirt/with Black Pin Stripes (long or short sleeve), or the alternate shirt; black stockings (knee length) with white tops or white stripes; and black shoes and laces. A black baseball cap is considered optional.
- B. In the dual system of officiating, both officials must be dressed in similar uniforms.
- C. Current EMSOA membership badge must be worn, centered on the left breast pocket.

Section III: Game Assignments

- A. Whereas each official of the EMSOA is contracted to give prior notice and sufficient reason for cancellation of a game assignment, the EMSOA has need to establish a memorandum of agreement to address mutual concerns between the league commissioners and schools with regards to postponements and the rescheduling of game assignments.

Section III: Game Assignments (Cont'd.)

B. All EMSOA officials given less than five (5) school days notice of a regularly scheduled game cancellation will receive one-half (1/2) of the contracted game fee for that contest.

C. All EMSOA officials given less than one (1) school day notice of a regularly scheduled game cancellation will receive the FULL game fee for that contest.

D. All EMSOA officials MUST honor game commitments. Any official unable to keep a game commitment MUST notify the Commissioner and/or the school at least five (5) school days prior to the scheduled game. Failure to do so may result in disciplinary action by the Executive Board.

Section IV: Exceptions

A. Incident Weather - All EMSOA officials assigned to a regularly scheduled game are required to contact the HOME SCHOOL, DIRECTLY, at least TWO (2) HOURS prior to the scheduled starting time in order to determine the game status.

B. Unusual Circumstances - such as strikes, work stoppages, fire, unplayable field conditions due to weather, etc. are to be considered on an individual basis with the prudent use of common sense and practicality.

ARTICLE V MISCELLANEOUS

Section I: Execution of Papers

Except as the Executive Board may generally, or in particular cases, authorize the execution thereof in some other manner, all deeds, leases, transfers, contracts, bonds, notes, checks, drafts, and other obligations made, accepted or endorsed by the organization shall be signed by the PRESIDENT, VICE-PRESIDENT, or SECRETARY/TREASURER.

Section II: Personal Liability

A. The members, Directors, and Officers of the Association shall not be personally liable for any debt, liability or obligation of the organization. All persons, corporations or other entities extending credit to, contracting with, or having any claim against the Association may look only to the funds and property of the Association for payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due or payable to them from the Association, and each of the members hereby waives and agrees not to assert any and all claims against the Association for any injuries or harm which they suffer or incur as a result of or in connection with their membership in the Association.

Section II: Personal Liability (Cont'd.)

B. Any Officer or Director shall; have no personal liability to the Association or to its members for monetary damages for breach of fiduciary duty as an Officer or Director notwithstanding any provision of law imposing such liability. This provision shall not, however, eliminate or limit the liability of an Officer or Director:

1. For any breach of the Officer or Director's duty of loyalty to the Association or its members;
2. For acts or omissions not in good faith or which involve intentional misconduct or a knowing violation of the law;
3. For any transaction from which the Officer or Director derived an improper personal benefit.

C. This provision shall not eliminate the liability of an Officer or Director for any act or omission occurring prior to the effective date of these Bylaws. No amendment or repeal of this provision shall apply to or have any effect on the liability or alleged liability of any Officer or Director of the Association for or with respect to any acts or omissions of such Officer or Director occurring prior to such amendment or repeal.

**Eastern Massachusetts
Soccer Officials Association, Inc.**

**POLICIES
AND
PROCEDURES**

Eastern Massachusetts Soccer Officials Association

Policy and Procedures

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, for review, ***ONLY*** those comments or complaints that are accompanied by 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 not be 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.

COMPLAINTS AND GRIEVANCES

GUIDELINES FOR SUBMISSIONS

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 now include the following question ***Have you ever been convicted of a criminal offense in the last 5 years (not a minor traffic violation)? Yes. ____? No ____?***

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.

E.M.S.O.A.
JOB DESCRIPTIONS

DIRECTORS OF ASSESSMENT

INTERPRETER

SECRETARY/TREASURER

WEB MASTER

EXECUTIVE ADVISOR

POSITION DESCRIPTION

Title: EMSOA Directors of Assessment (North - West - South Chapters)
(Appointed by EMSOA Executive Board.)

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: \$1,000.00 plus \$250.00 for expenses.

POSITION DESCRIPTION

Title: **EMSOA Interpreter - (Elected Position three year term)**

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.
- Will Attend the three annual MISOA meetings, or send a representative i.e. Chapter Interpreters. (added at Nov., 2004 Exec. Bd. meeting.)

Honorarium: \$1,550.00 (*effective 2008*)

POSITION DESCRIPTION

Title: EMSOA Secretary/Treasurer - (Elected position, 3 year term.)

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 held in December.
- 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 annual 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.
- Require more than one signature on expenditures over \$2,500.

Honorarium: 2,300.00 (*effective 2008*)

POSITION DESCRIPTION

Title: E.M.S.O.A. Webmaster - Appointed position, 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:

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

Term of office: Because of the nature of this position the duration of this position will be three years with renewals voted by the Executive Board.

Compensation: The Webmaster will receive consideration of annual dues and, with Executive Board approval, the funding and resources necessary to maintain the Website.

Adopted December 2008

Title – EMSOA Executive Advisor

Type of appointment: Person named by the EMSOA Executive Board and ratified by the Annual Business Meeting members.

Length of Term: Annually, based upon review and discretion of the Executive Board

Function:

- 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: None required

Rationale: 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.

Adopted December 5, 2009