

# British Columbia Soccer Referees' Association

*Assisting, supporting and advocating  
for referees since 1969.*



Founded 1969

## Manual

### 2007 Edition

"Prudentia Virtus Patientia"  
"Prudence Virtue Patience"

## Table of Contents

## Page

Foreword	3
Section 1: The Soccer Organization	4
Section 2: The BCSRA Is Always Open To New Members	6
Section 3: List of Founding & Life Members & Long & Meritorious Service Award Recipients	7
Section 4: List of Officers Since Foundation	8
Section 5: Provincial and Area Association (Branch) Executives	10
Section 6: BCSRA Constitution & By-Laws	12
Section 7: Standard of Conduct for Members and Ethics Committee Procedure	18
Section 8: BCSRA Standard Operating Procedures and Policies	19
Section 9: Canadian Soccer Referees Association Constitution and By-Laws	22

## Foreword

It is with great pleasure that we present the 2007 edition of the Referee Association Manual and Handbook. Previous to this edition, the information contained was combined into one document. The separation into two separate documents, the BCSRA Manual and BCSRA Handbook

The purpose of this manual is to provide important information and advice to referees. The Manual and its accompanying document, The Handbook, is intended to provide our members with up-to-date information on matters associated with the game and particularly related to officiating. The British Columbia Soccer Referees' Association Manual and Handbook is designed as a starting point for all members. The manual serves as a reference booklet on how the association operates as well as a directory of current executives and members who have been specifically honoured by their peers.

We also have the British Columbia Soccer Referees' Association web site at [www.bcsra.com](http://www.bcsra.com) which will have the entire Handbook on-line as well, and has many other useful soccer links for referees.

In a memorial to Founding/Life Member John B. Meachin (1941–2001), we have also included his Fitness Program on the web site: [www.bcsra.com](http://www.bcsra.com).

In addition the British Columbia Soccer Referees' Association also produces a quarterly newsletter which is sent via email to British Columbia Soccer Referees' Association members and mailed to those without email.

It is hoped these documents will address specific areas of concern and provide guidance on important issues facing referees. I am sure you will find it a most helpful reference tool to assist you in refereeing career.

Yours in Soccer,

Tony Troughton  
Past-President, B. C. Soccer Referees' Association

## Acknowledgments

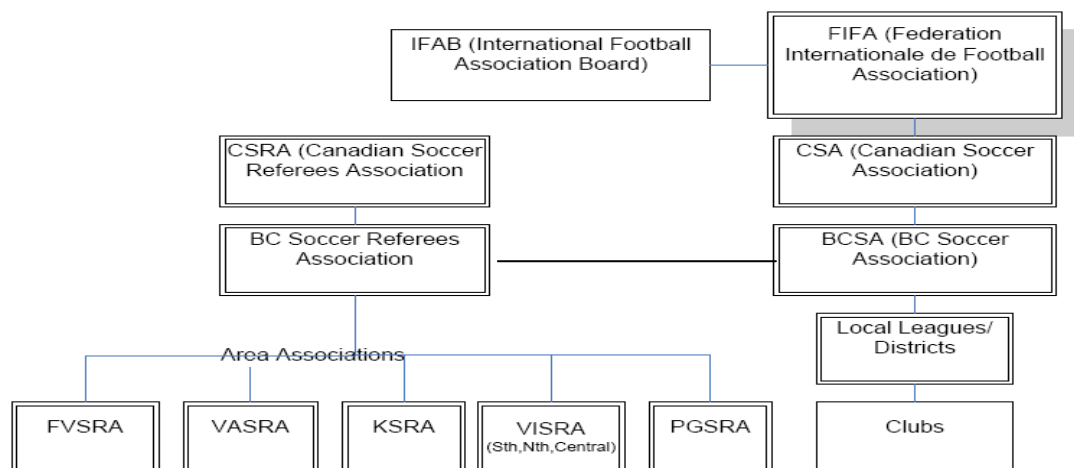
Motto Richard Hassett  
Badge logo (front pg.) Rick Firestone

### REVISION HISTORY

2007 Revision: Elvio Chies/Nick Hawley/Ron Schaeffer  
2005 Revision: Elvio Chies/Ron Schaeffer  
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May 13,2002 Revision: Elvio Chies  
Editors, 5<sup>th</sup> Edition Elvio Chies, Tony Troughton  
Editors, 4<sup>th</sup> Edition Paul Dickins, Printing Rob Brown  
Word Processing Laurie Brummitt,Mary Sawtell,Lynne & Patrick Harkness  
Editors, 3<sup>rd</sup> Edition Patrick Harkness, Gordon Rogers  
Editors, 2<sup>nd</sup> Edition Patrick Harkness, Andrew Miller  
Editors, 1<sup>st</sup> Edition John B. Meachin,David C. Brummitt

## Section 1: The Soccer Organization

BCSRA is part of a worldwide organization that stretches up through BCSA to FIFA and reaches out through the branches to every corner of the province. This is a valuable network for referees which provides us with structure, contacts, support, mentors, matches, training and friendship.



What do all these groups do for referees?

**FIFA** – is the world governing body for soccer. FIFA establishes the criteria for International referees and manages the FIFA qualified refereeing team. FIFA books the referees for all international matches – exhibition or competitive.

**IFAB** is the group that controls the laws of the game. Every year this group recommends law changes that are transmitted to us, once approved by FIFA, at our annual refresher clinics

**CSA** – manages all soccer in Canada and is the conduit through which FIFA instructions are transmitted. Joe Guest is the current Director of Referees for CSA. He has designed the development program that we all follow. Joe Guest also manages all the National referees, their training, coaching, assessing and assigning.

**BCSA** – is the governing body for soccer in BC. The BCSRA is affiliated to BCSA which gives us great strength. Not all the provincial referees associations are linked to their provincial soccer body. BCSA organizes all our training programs, updates and clarifications of the Laws of the Game, refresher clinics, assessments and fitness tests. BCSA also registers all players, leagues and teams in BC. Once registered with BCSA a league is known as “affiliated”. We must also register with BCSA whether or not we are members of BCSRA. As BCSA registered members we are bound by their rules and regulations and we can be disciplined by BCSA if we break any rules. These include rules on refereeing matches with a conflict of interest (up to one year suspension) or refereeing an un-affiliated league (6 months suspension for 2<sup>nd</sup> offense). **Make sure you read the Rules and Regs of BCSA section 18 for Referees and you read the “Discipline Policies and Procedures” section F for officials.** BCSA can put you in touch with the assigners for affiliated leagues. Membership of BCSA gives us insurance which covers many things including injury and subsequent medical care.

**Local leagues** – organize matches and competitive soccer throughout the year. There are many leagues in youth and adult soccer. The FIFA Laws of the Game allow leagues to amend the laws in certain areas – e.g. size of the ball, length of the game, duration of half time and number of substitutes etc can be varied by a league if they wish. Some leagues also amend the Laws in areas where they should not in order to accommodate local concerns. **So referees must get hold of the rules for the league/tournament (cont’d)**

## **Section 1: The Soccer Organization** (cont'd)

**and study them carefully for variations** before they officiate in that league/tournament, otherwise the referee will make errors during the game that could cause the game to be protested.

**CSRA (Canadian Soccer Referees Association)** – is the national body that exists to bring together provincial referee associations and ensure that we are consistent. Often teams win competitions and then go to the next stage in another province – it is important that the officiating they find there is no different from what they were used to at home.

**BCSRA (BC Soccer Referees Association)** – is the provincial body for referees. It is not mandatory that you join the Referees Association but there are many benefits through doing so. BCSRA is the connection for us between BCSA, CSRA and FIFA. BCSRA advocates for referees at BCSA and supports referees by assisting and supporting the area associations. See the BCSRA Manual, Section 5 to find out the benefits of BCSRA membership.

**Local Area Associations** – organize meetings for referees to discuss recent matches, concerns and carry out education sessions. These meetings and the training session they include are invaluable for a referee who wants to do well and gain respect amongst their peers.

## Section 2: The BC Soccer Referees Association Is Always Open to New Members

The BCSRA is the parent body of branches, called Area Associations, as well as a number of Direct members. If you live in a region covered by an Area Association, you will register with them and be a member of BCSRA automatically. We have area associations in Vancouver, the Fraser Valley, Prince George, Kamloops, and on Vancouver Island (either Northern, Central, or Southern chapter). Those living outside these jurisdictions may still join as Direct members.

There are many benefits to joining the association:

- \* Access to schedulers for affiliated games and tourneys.
- \* Wide-ranging social network and a forum in which to bring up problems and questions.
- \* Education sessions at monthly area association meetings.
- \* Copy of the “Flag and Whistle”, the official newsletter of the BCSRA.
- \* Copy of the BCSRA Handbook and Directory for Referees.
- \* Includes membership with the CSRA, BCSRA and Area Association (if available).

One may also receive a gift or other items for joining as decided upon by the membership from time to time.

### Cost:

Category of Membership	Area Association Member	Direct Member
All non-Youth category (ie Class 3 and up) –up to 18 yrs	\$20	\$20
All non-Youth category (ie Class 3 and up)–19 yrs of age	\$30	\$30
All non-Youth category (ie Class 3 and up)–20 yrs of age	\$40	\$40
All non-Youth category (ie Class 3 and up)–21 yrs and up	\$50	\$40
Class Youth (formerly Class 4) -all ages	\$10	\$10
Associate-all ages -see Notes	\$20	\$20

### ■NOTES

The Associate category is open to those that have retired or on leave from active refereeing. Those involved in the refereeing infrastructure (e.g.. Referee Schedulers, Referee Coordinators of Youth Clubs, etc.) may also join as Associate members even if they have never taken a course to become a referee as long as they can show proof of their position within the refereeing infrastructure.

■The membership year runs from May 1st to April 30th for members living in the Interior of the province, and from October 1st to September 30th for Coastal members.

- All non-Youth applicants joining for the first time in the last three months of a membership year pay full fee but are considered members until the end of the following registration year for the region they join.

### Meetings

The association meets two times a year at Council meetings, in the Fall and Spring/AGM). These are traditionally hosted by Vancouver/ Fraser Valley, and Victoria respectively. The Spring meeting is also the annual Jack Tinnion Memorial Challenge Soccer match featuring the 250-604 area code battle. Area Associations hold meetings from time to time to engage members in discussions about refereeing.

### Contacts for new recruits

All those involved in refereeing are encouraged to join directly by contacting Elvio Chies, President (lvo@direct.ca) or Richard Brownie, Secretary ([guild\\_ref@hotmail.com](mailto:guild_ref@hotmail.com)). Alternately, a mail-in form can be downloaded from the website ([www.bcsra.com](http://www.bcsra.com)).

**British Columbia Soccer Referees' Association Manual**  
**Section 3: List of Founding and Life Members**  
**and Long & Meritorious Service Award Recipients:**

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**FOUNDING MEMBERS (1969)**

**Harry D. Anderson**  
**Thomas Atkinson**  
**Stanley Bennett \***  
**Jack Blackford \***  
**W. Dermot Boyd**  
**Robert Butler**  
**Reginald A.J. Clark**  
**Norman Colclough**  
**John B. Meachin \***  
**John W. A. Morris**  
**William Sanderson**  
**Ronald Telfer**  
**John P. Turner**  
**Werner Winsemann**

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**LIFE MEMBERS**

**Jack Blackford \* (1970)**  
**A.W. (Bert) Miller \* (1970)**  
**John W. A. Morris (1982)**  
**Graham C. Anderson \* (1983)**  
**Norman Colclough (1984)**  
**Frederick A. Linz (1987)**  
**John B. Meachin \* (1989)**  
**Werner Winsemann (1991)**  
**Edwin Hipsey (1995)**  
**Jack Tinnion \*(1996)**  
**Hans Clodius (1997)**  
**Eric Mason (1998)**  
**Leonard Bridgeman (1999)**  
**Frank Ashdown (2003)**  
**Dante Maglio (2005)**

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**LONG & MERITORIOUS SERVICE AWARD**

**John B. Meachin \*/John W. A. Morris (1989)**  
**Norman Colclough (1993)**  
**Bob Sawtell (1999)**  
**Hans Clodius/Ed Hipsey (2001)**  
**Len Bridgeman (2005)**  
**Tom Reakes (2006)**

\* Deceased

## British Columbia Soccer Referees' Association Manual

### Section 4: List of Officers Since Foundation

	<b>President</b>	<b>Vice-Presidents</b>	<b>Treasurer/Reg'r</b>	<b>Secretary</b>	<b>Past President</b>
1969	A. W. (Bert) Miller	Jack Adams	Tom Atkinson	John. W. A. Morris	
1970	A. W. (Bert) Miller*	Jack Adams	Tom Atkinson	John. W. A. Morris	Jack Adams
1971	Bob Butler	Ed Johnson	Tom Atkinson	W. Dermot Boyd	A. W. (Bert) Miller
1972	Bob Butler <sup>1</sup> Ed Johnson	Ed Johnson	John W. A. Morris	W. Dermot Boyd	Bob Butler
1973	Alan J. Clark	Denny Girvin	John W. A. Morris	John B. Meachin	Ed Johnson
1974	John W. A. Morris	Denny Girvin	Dave Roach	John B. Meachin	Alan J. Clark
1975	John W. A. Morris	Vacant	Fredrick A. Linz	John B. Meachin	Alan J. Clark
1976	John W. A. Morris	Eric Remes	Fredrick A. Linz	John B. Meachin	Alan J. Clark
1977	John W. A. Morris	Victor T. Fisher	Fredrick A. Linz	John B. Meachin	Alan J. Clark
1978	John W. A. Morris	Victor T. Fisher	Fredrick A. Linz	John B. Meachin	Alan J. Clark
1979	Victor T. Fisher	Alf Kerr	Fredrick A. Linz	John B. Meachin	John W. A. Morris
1980	Victor T. Fisher	Alf Kerr	Fredrick A. Linz	John B. Meachin	John W. A. Morris
1981	Fredrick A. Linz	Len Dudley	Kenneth J. Fowler	John B. Meachin	Victor T. Fisher
1982	Fredrick A. Linz	Len Dudley	Kenneth J. Fowler	John B. Meachin	Victor T. Fisher
1983	Fredrick A. Linz	Len Dudley	Kenneth J. Fowler	John B. Meachin	Victor T. Fisher
1984	Robert H. Allen	T. Pat Harkness R. J. Sawtell	Kenneth J. Fowler	John B. Meachin	Fredrick A. Linz
1985	John W. A. Morris	T. Pat Harkness R. J. Sawtell	Kenneth J. Fowler	John B. Meachin	Robert H. Allen
1986	John W. A. Morris	T. Pat Harkness R. J. Sawtell	Kenneth J. Fowler	John B. Meachin	Robert H. Allen
1987	John W. A. Morris	T. Pat Harkness R. J. Sawtell	Kenneth J. Fowler	John B. Meachin	Robert H. Allen
1988	Robert J. Sawtell	T. Pat Harkness Joe Hrgovic	Gordon Rogers	John B. Meachin	John W. A. Morris
	<b>President</b>	<b>Vice-President/ Directors</b>	<b>Treasurer/Reg'r</b>	<b>Secretary</b>	<b>Past President</b>
1989	Robert J. Sawtell	T. Pat Harkness Joe Hrgovic/ Dennis Somner	Gordon Rogers	John B. Meachin	John W. A. Morris
1990	Robert J. Sawtell	T. Pat Harkness Joe Hrgovic/ Dennis Somner	Gordon Rogers	Andrew R. Miller	John W. A. Morris
1991	Robert J. Sawtell	Gordon Rogers Ivan Curman/ Len Coombes	T. Patrick Harkness	Andrew R. Miller	John W. A. Morris
1992	Gordon B. Rogers	Ivan Curman Tommy Gibb/ Tony Troughton	T. Patrick Harkness	Andrew R. Miller	Robert J. Sawtell
1993	Gordon B. Rogers	Ivan Curman Andrew R. Miller	T. Patrick Harkness	Stanley French	Robert J. Sawtell
1994	T. Patrick Harkness	Ivan Curman	Paul Dickins	Stanley French	Gordon B. Rogers
	Howard Stashewsky	Joe Ciresi	Jill Stickel <sup>2</sup>	Ray Lahola	
1995	T. Patrick Harkness	Tony Troughton	Paul Dickins	Stacey Finlay <sup>3</sup>	
	FV John Sheard	VA Joe Ciresi	VI Howard Stashewsk	IN Ray Lahola	
1996	T. Patrick Harkness	Tony Troughton	Paul Dickins	John Sheard	
	FV Laughland Boyd	VA Joe Ciresi	VI Dennis Somner	IN Ray Lahola	
1997	T. Patrick Harkness	Tony Troughton	Paul Dickins <sup>4</sup>	John Sheard	
	FV Laughland Boyd	VA Joe Ciresi	VI J.P. King	IN Bill Jaswal	
	<b>President/ FV Director</b>	<b>Vice-Presidents/ VA Directors</b>	<b>Treasurer/Registrar/ VI Director</b>	<b>Secretary/ IN Director</b>	<b>Past President</b>
1998	T. Patrick Harkness	Tony Troughton	Gerry Copeman/ Ed Custer <sup>4</sup>	John Sheard	
	FV Laughland Boyd	VA Joe Ciresi	VI J.P. King	IN Martin Thompson	
1999	T. Patrick Harkness	Tony Troughton	Elvio Chies <sup>5</sup>	Emil Udovich	
	FV Laughland Boyd	VA Joe Ciresi	VI J.P. King	IN Bill Jaswal	

<sup>2</sup> Resigned

<sup>2</sup> J. Stickel stepped down mid-year. Position was vacant.

<sup>3</sup> S. Finlay resigned later in 1995. J. Sheard took over as Acting Secretary until end of year.

<sup>4</sup> G. Copeman took over as Treasurer/Registrar as of July 1997 for remainder of year.

<sup>5</sup> Constitutional change to separate Treasurer/Registrar into 2 positions (membership reverted back to single position at AGM 1999).

## British Columbia Soccer Referees' Association Manual

### List of Officers Since Foundation (cont'd)

	President/ FV Director	Vice-Presidents/ VA Directors	Treasurer/Registrar/ VI Director	Secretary/ IN Director	Past President
2000	Tony Troughton	Jose Branco	Elvio Chies	Mary-Anne Legg <sup>6</sup>	
	FV Peter Thomas	VA Albert Chow	VI Randy Stenner	IN Bill Jaswal	
2001-2 <sup>7</sup>	Tony Troughton	Jose Branco	Elvio Chies	Vacant	T. Patrick Harkness
	FV Peter Thomas	VA Albert Chow	VI Randy Stenner	IN Bill Jaswal	
2002-3	Elvio Chies	Jose Branco	Vacant	Kevin Duliba	Tony Troughton
	FV Torb Lindhede	VA Paul Ward	VI Randy Stenner	IN Bill Jaswal	
2003-4	Elvio Chies	Ken Montague <sup>9</sup>	Ed Custer	Kevin Duliba	
	FV Kevin Uppal	VA Paul Ward	VI Dan Greco	IN Bill Jaswal	
2004-5	Elvio Chies	Ken Montague	Ed Custer	Richard Brownie <sup>8</sup>	
	FV Kevin Uppal	VA Paul Ward	VI Dan Greco	IN Darren Clark	
2005-6	Elvio Chies	Ken Montague	Robin Woods	Richard Brownie	
	FV Vacant	VA Jason Robinson <sup>10</sup>	VI Larry Cade	IN Darren Clark	
2006-7	Elvio Chies	Suzanne Flannigan <sup>11</sup>	Robin Woods	Richard Brownie	
	FV Ward Sirman	VA Ron Schaeffer	VI Larry Cade	IN Alain Ruch	
2007-8	Elvio Chies	Suzanne Flannigan	Robin Woods	Richard Brownie	
	FV Vacant	VA Ron Schaeffer	VI Larry Cade	IN Vacant	

<sup>6</sup> M. Legg resigned in September 2000. The Acting Secretary position was covered by E. Chies and T. Patrick Harkness for the remainder of the year

<sup>7</sup> Membership year changed after year 2000 from Jan – Dec to Apr – Mar

<sup>8</sup> Richard Brownie was appointed by the executive to fill the position after the position was left vacant at the 2004 AGM.

<sup>9</sup> Appointed by Executive in July 2003

<sup>10</sup> P. Ward stepped down with 1 year remaining and was replaced by Vancouver Area with J. Robinson.

<sup>11</sup> K. Montague stepped down with 1 year remaining and was replaced at 2006 AGM by S. Flannigan.

# British Columbia Soccer Referees' Association Manual

## Section 5: PROVINCIAL AND AREA ASSOCIATION (BRANCH) EXECUTIVES

**BCSRA Mailing address:**  
**BC Soccer Referees Assn,**  
**c/o 8130 Selkirk St.**  
**Vancouver, B.C., V6P 4H7**  
**Website: [www.bcsra.com](http://www.bcsra.com)**

### **BCSRA Provincial Executive:**

President	Elvio Chies	Lvo@direct.ca
Vice President	Suzanne Flannigan	sooz11@shaw.ca
Secretary	Richard Brownie	guild_ref@hotmail.com
Treasurer/Registrar	Robin Woods	rlwoods@shaw.ca
Directors	Interior	To be appointed by provincial executive
	FVSRA	To be appointed by provincial executive
	Larry Cade (VISRA)	cade@telus.net
	Ron Schaeffer (VASRA)	ron_schaeffer@hotmail.com
Past President	<i>per By-Laws, no Past President after 1 year anniversary of new Presidency</i>	

### **Other BCSRA Assistants:**

Flag & Whistle Newsletter Editor/Layout	Jon Seeley	jonsee@telus.net
Flag & Whistle Newsletter Staff Writer	Tom Babic	stdy@telus.net
Webmaster(s)	Adam Crowe	adamcro@telus.net

### **BCSRA Ethics Committee**

*All correspondence to the Committee must be in writing to this address: 421 Shiles St., New Westminster, B.C. V3L 3K5*

Chair	Craig Nichols
Vice-Chair	Roy Branco
Secretary	Fred Hildreth

## **AREA ASSOCIATION (BRANCH) EXECUTIVES (as of October 9,2007)**

### **Fraser Valley Branch (FVSRA)**

Mailing address: #65-36260 McKee Rd, Abbotsford, B.C., V3G 0A9

President	Ward Sirman (ON LEAVE)	<a href="mailto:wardsirman@shaw.ca">wardsirman@shaw.ca</a>
Vice President	Dave Miller	<a href="mailto:dave_miller@translink.bc.ca">dave_miller@translink.bc.ca</a>
Secretary	Torb Lindhede	<a href="mailto:torb@telus.net">torb@telus.net</a>
Treasurer	Mike Perko	<a href="mailto:pasta29@yahoo.com">pasta29@yahoo.com</a>
Directors	Paul Toop	<a href="mailto:paul.toop@gov.bc.ca">paul.toop@gov.bc.ca</a>
	Phil Fasciglione	<a href="mailto:phil.fasciglione@gmail.com">phil.fasciglione@gmail.com</a>
R & R Officer	Martin Reid	<a href="mailto:mreid@shaw.ca">mreid@shaw.ca</a>

**Website:** [www.fraservalleysoccerreferees.com](http://www.fraservalleysoccerreferees.com)

**Monthly meetings:** held first Monday of each month except June and July (no meeting). The September meeting is held on the 2<sup>nd</sup> Monday and the January meeting may be moved at times due to the close proximity to New Year's Day. The Fraser Valley coordinates with the BC Soccer office to host a refresher clinic on the last Monday in August.

Monthly meetings held in the meeting room adjacent to the Langley Legion, 20750 Eastleigh Cres, Langley. Start time is 730pm.

## British Columbia Soccer Referees' Association Manual

### Section 5: PROVINCIAL AND AREA ASSOCIATION (BRANCH) EXECUTIVES (cont'd)

#### **Kamloops Branch (KSRA)**

Mailing address: 1728 Pennask Terr., Kamloops, B.C., V2B 7N8

President	Darren Clark	deesee16@yahoo.ca
Vice President	Christian Gayfer	cgayfer@shaw.ca
Secretary	Brian Flamank	flamank@shaw.ca
Treasurer	Claudio Sama	abclsama@shaw.ca
Directors	Claudio Klarich	claudiok@telus.net
	Martin Thompson	martin_thomspen@telus.net
	Taresa Wilk	taresaw@hotmail.com

**Website:** [www.ksra.ca](http://www.ksra.ca)

#### **Prince George Area Association (PGSRA)**

Information not available at time of printing

#### **Vancouver Area Assn (VASRA)**

Mailing address: c/o BCSA Office 1126 Douglas Rd, Burnaby, B.C. V5C 4Z6

President	Marc Bowley	marcbowley@primus.ca
1st V-President	Paul Walker	paul.walker@pacblue.net
2nd V-President	John May	johnmay429@hotmail.com
Secretary	Bill McNaughton	wmcnaughton@blgcanada.com
Treasurer	Ron Schaeffer	ron_schaeffer@hotmail.com
Directors	Mauricio Navarro	refmauricio@hotmail.com
	Jose Fraguas	fraguas@shaw.ca

**Website:** [www.vasra.ca](http://www.vasra.ca)

**Monthly meetings:** held last Monday of every month except July and December unless a Special Meeting is called. June meeting is at the discretion of the membership/Executive.

Meetings held at the South Burnaby Metro Club, around the corner from the Bonsor Community Center in Burnaby. Start time is at 7:00 pm.

#### **Vancouver Island Area Assn (VISRA)**

Mailing address: 4385 Tyndall Ave, Victoria, V8N 3S2

President VISRA	Andy Foster	andyfoster@shaw.ca
Vice President	Ryan Perkins	rperkins@apocope.org
Secretary	Rick Firestone	rick_firestone@telus.net
Treasurer	Serge Surdu	ssurdu@shaw.ca
Directors	Terry Russell	tnt@pacificcoast.net
	Scott Bakker	redcard47@hotmail.com

**Website:** [www.visra.org](http://www.visra.org)

**Monthly Meetings:** Regular monthly meetings are held every third Monday of the month except June and July at 7:00 P.M. Location: Gordon Head Clubhouse, Tyndall Park.

VISRA Central Chapter contact: Harry Sommerfeld, President: [hsommerfeld@shaw.ca](mailto:hsommerfeld@shaw.ca)

VISRA North Chapter contact: Stu Power, Secretary: [visranorth@shaw.ca](mailto:visranorth@shaw.ca)

**British Columbia Soccer Referees Association Manual**  
**Section 6: BCSRA Consitution and By-Laws**

**CONSTITUTION**

1. The name of the Society is "British Columbia Soccer Referees' Association".
2. The purposes of the Society are:
  - a. To improve the status of soccer referees,
  - b. To improve the standard of soccer refereeing,
  - c. To promote a closer relationship between soccer referees and soccer associations and kindred bodies.
  - d. To assist all such associations in promoting the best interests of the game,
  - e. To assist area and affiliated associations in their educational and general work,
  - f. To establish soccer referees' societies or associations in districts where none exist,
  - g. To watch over and promote the interests of soccer referees in general,
  - h. To protect the members from injustice or unfair treatment,
  - i. To assist or take action (legal or otherwise) for and on behalf of any member unfairly or unjustly treated,
  - j. To make such representations to the governing bodies as may be thought necessary for the good of the game and benefit of soccer referees and soccer refereeing,
  - k. To assist in maintaining a steady supply of suitable candidates to take up the pastime of refereeing, and
  - l. To affiliate with, and promote the interests of, a Soccer Referees' Association of Canada.
3. In the event of the winding up or dissolution of the Society, any money or assets remaining after the satisfaction of its debts and liabilities, shall be given or transferred to such organizations promoting the same objectives as this Association as may be determined by its members at the time of winding up or dissolution; failing such determination, then such money and assets shall be given to some other organization, provided that such organization shall be a non-profit organization, charitable corporation, or a charitable trust recognized by Revenue Canada, as being qualified as such under the provisions of the Income Tax Act of Canada, from time to time in effect. This clause is unalterable.

**BY – LAWS**

**1 ORGANIZATION**

- 1.01 The Association is a federation of Area Soccer Referees' Associations within the Province of British Columbia.
- 1.02 Area Associations are entitled to use such local designations as they choose together with words to the effect that the Area Association is an Area Association of the British Columbia Soccer Referees' Association. Their objects shall not be inconsistent with those of the Association, their powers shall not exceed those of the Association and they shall act at all times to further the aims and objects of the Association.

**2. MEMBERSHIP**

**2.01**

- a. Ordinary Member: All members, except those classed as Direct, Life, Associate, or Youth shall hold the status of Ordinary Member. Each Ordinary Member shall have one vote.
- b. Direct Member: All members currently registered and residing outside the geographic boundaries of an Area Association shall hold the status of Direct Member. Each Direct Member shall have one vote.
- c. Life Member: Shall be those referees especially distinguished for their attainments in or contribution to the field of soccer refereeing. They shall be elected by a  $\frac{3}{4}$  majority of Council at the Fall Council Meeting. They shall be nominated by the President or Representative of an Area Association on the instructions of that Area Association. Life Members will have full privileges of the Association for life and will be exempt from the payment of Annual Dues. Not more than one (1) Life Member may be elected in any one-year and the maximum number of Life Members shall be fifteen (15). Election shall be by secret ballot. Each Life Member shall have one vote.
- d. Associate Member: Shall be those who have retired from active refereeing but wish to continue to support the practice of refereeing or, those individuals who are directly involved in the maintenance of the refereeing infrastructure in areas of administration, support the

- purposes of the association, and have expressed interest in joining the association. Each Associate Member shall have one vote.
- e. Youth Member: Shall be those officiating in youth competitions only. Each Youth Member shall have one vote.

**2.02** A person shall cease to be a member of the Association:

- a. by delivering their resignation in writing to the secretary of the Association or by sending it by prepaid post or delivering it to the address of the Association, or via a fax or email addressed to the Treasurer/Registrar, or
- b. upon their death, or
- c. upon being expelled, or
- d. if after fifteen days of being declared a member not in good standing the member has not rectified, to the satisfaction of the Executive Committee, the situation which caused him to be declared as such.

**2.03** A member is not in good standing if he has not paid dues or levies by the Association including its Area Associations, within thirty days.

**2.04** Every member shall uphold and comply with the By-Laws.

### **3. APPLICATION FOR MEMBERSHIP**

**3.01** Upon application by an individual, having satisfied the requirements of the British Columbia Soccer Association for competency as a referee, or providing written proof of the individual's direct involvement in the maintenance of the refereeing infrastructure as stipulated in para 2.01d to satisfaction of the Executive Committee of the Association, and having made payment of the annual fee as set by the Association, the Executive Committee of the Association may grant membership to the individual within one of the categories of membership.

**3.02** Upon application by an organization for either membership or affiliation, Council shall decide whether the organization would be more appropriate as an Area Association or affiliated group and may authorize membership or affiliation by a three quarters (3/4) vote of Council.

**3.03** Those individuals making application to the association who are directly involved in the maintenance of the refereeing infrastructure, as stipulated in para 2.01d, who have not satisfied the requirements of the British Columbia Soccer Association for competency as a referee must

provide written proof of the individual's involvement each and every time the individual wishes to renew membership in the Association.

### **4. AFFILIATED GROUP**

Organizations with similar objects to the Association in the field of soccer refereeing may send observers to meeting of the Association, have a voice and participate in all activities without voting privileges.

### **5. OFFICERS OF THE ASSOCIATION**

**5.01a** The Officers of the Association shall be the President, immediate past President, Vice-President, Secretary, Treasurer/Registrar and four Directors-at-large. The Directors-at-large shall represent their respective Area Associations.

**5.01b** The list of officers shall be known as the Executive Committee. No more than four (4) members of the Executive Committee may be from one Area Association.

**5.01c** The Presidents of each Area Association are ex-officio members of the British Columbia Soccer Referees Association executive.

**5.02** All members of the Executive Committee shall hold office for a two-year term.

a. Election of the President and the Secretary shall take place in even numbered years. Their election shall take place at the Annual General meeting of this Association.

b. Election of Director Number Two, Vancouver Area, and Director Number Four, (any other Area Association exclusive of Fraser Valley, Vancouver and Vancouver Island), shall take place in even numbered years and their election shall take place at the Annual General Meeting of this Association.

c. Election of the Vice-President and the Treasurer/Registrar shall take place in odd numbered years. Their election shall take place at the Annual General Meeting of this Association.

d. Election of Director Number One, Fraser Valley, and Director Number Three, Vancouver Island, shall take place in odd numbered years and their election shall take place at the Annual General Meeting of this Association.

**5.03** The office of the Immediate Past president shall cease to be part of the Executive Committee on the first anniversary of the date of the election of a new President.

**5.04** Except for the position of Director, separate elections by secret ballot shall be held for for the offices of President, Vice-President, Secretary, and Treasurer-Registrar office. Directors are ratified separately by a show of hands. All registered members present are eligible to vote for the election of officers or ratification of Directors.

**5.05** If an elected member of the Executive Committee is unable to fulfil their term in office, the remaining members of the Executive Committee are empowered to appoint from the membership someone to serve in the vacant position for the remainder of the term.

**5.06** Executive Committee: Shall meet at regular intervals to conduct the normal business of the Association. The committee shall not have the power to originate and/or implement policies independent of the Council.

**5.07** Officers are only to be remunerated in the manner as approved by Council.

## **6. DUTIES OF OFFICERS**

**6.01** The President shall be the chief executive officer of the Association and shall supervise the remaining members of the Executive Committee in the execution of their duties. The President shall present a typewritten report at all council meetings of the Association. The President shall preside at all meetings of the Association.

**6.02** The First Vice-President shall carry out the duties of the President during absences and may be asked to organize projects on behalf of the Association.

**6.03** The Secretary shall:

- a. conduct the correspondence,

- b.. keep minutes of all meetings of the Association,
- c. maintain a register of all correspondence,
- d. issue notices of motions and meetings of the Association,
- e. maintain custody of all records and documents of the Association except those required to be kept by the Treasurer and Registrar,
- f. have custody of the common seal of the Association, and
- g. Undertake other related duties as may be required from time to time.

**6.04** The Treasurer/Registrar as Treasurer shall:

- a. keep such financial records, including books of account, as are necessary to comply with the Societies Act,
- b. render financial statements at all meetings of the Association,
- c. prepare for payments of account all cheques as directed by the chief executive officer, and
- d. Undertake other related duties as may be required from time to time.

**6.05** The Treasurer/Registrar as Registrar shall:

- a. maintain an up to date register of all categories of membership,
- b. annually, ensure all members in good standing receive an application for membership renewal for the upcoming membership year,
- c. pass on all membership fees to the Treasurer in a timely fashion,
- d. cause to have distributed on a regular basis, the most current list of registered referees to the interested parties, leagues and Area Associations, and
- e. Undertake other related duties as may be required from time to time.

**6.06** The Directors shall be responsible for special projects as required by the chief executive officer.

**6.07** The Immediate past President may be asked to assist the chief executive officer.

## **7. SPECIAL COUNCIL**

Because the geography and distance between communities in the Province of British Columbia

prevents many members from attending meetings during the year; and, in order to provide a fair representation of all members, who are also members of their respective Area Associations throughout the Province, this Association allows representative participation in the form of a Council of its membership.

**7.01** All members in good standing may serve as a Councillor on behalf of their Area Association.

**7.02** The council shall consist of the following individuals:

- a. The Executive Committee,
- b. Life Members,
- c. Direct Members, and
- d. Councillors from Area Associations are to be apportioned on the basis of the master register of the membership of the Association as at the beginning of each Council Meeting of the Association and shall be represented by two Councillors for the first 20 (twenty) members, and an additional Councillor for each additional 10 (ten) members of that Area Association.

**7.03** Prior to each General meeting of the Association, a list of Area Association Councillors shall be presented to the Secretary of the Association.

**7.04** Individual members of the Association have a voice at all meetings of the Association and may make recommendations to the Council.

## **8. VOTING**

**8.01** Each and every member eligible to vote and in attendance at a General or Annual General Meeting shall have the right to vote.

**8.02** Representative attendance and voting is allowed at special Council Meetings of the Association.

**8.03** Except as otherwise stipulated, a simple majority of those voting in favour of a motion will cause it to be passed.

**8.04** A quorum at any General Meeting of the Association shall be fifteen (15).

.Except as otherwise stipulated, voting on all motions before the Council will be by a show of hands.

**8.05** Proxy voting is not allowed.

## **9. GENERAL MEETINGS**

**9.01** The Executive Committee or any Area Association through its Secretary may call a General Meeting, giving its purpose. The Executive Committee is then obliged to communicate the necessary information to those indicated in by-law 9.02.

**9.02** The Secretary shall notify the members fourteen (14) days in advance of all General Meetings of the Association.

**9.03** The Association may hold special Council Meetings at least twice but no more than three times per calendar year; Winter, Spring, and Fall. The Winter Council meeting is considered an optional meeting, called at the Executive Committee's discretion.

**9.04** The Annual General Meeting of the Association shall take place immediately following the Spring Council Meeting of the Association.

**9.05** The Executive Committee will fix date, time and venue.

**9.06** Presidents of Area Associations shall provide a typewritten report on the state of their Association at each General Meeting of the Association. An annual financial statement of each Area Association must be provided at the Annual General Meeting of the Association.

## **10. REPORTS**

**10.01** The President, Secretary, Treasurer, Registrar and presidents of all Area Associations shall provide a typewritten report at all regularly scheduled General Meetings of the Association.

**10.02** The President may, from time to time, invite Area Association members to attend a meeting of the Executive Committee to report on matters relating to the business of

the Area Association or to gather information on ongoing projects.

## **11. REGULATIONS**

The Council shall have power to make regulations providing they are approved by a two-thirds (2/3) majority of all Council members present at any General Meetings of the Association.

## **12. AMENDMENTS – CONSTITUTION OR BY-LAWS**

**12.01** Motions to amend the Constitution or by-laws shall be sent through the Secretary of an Area Association to the Secretary of the Association or from the Secretary of the Association on behalf of the Executive Committee not less than six (6) weeks in advance of a General Meeting of the Association called for that purpose.

**12.02** Such motions will be distributed to all members not less than four (4) weeks in advance of the General Meeting of the Association. The Secretaries of the Area Associations are responsible to distribute the proposal to their membership. The Secretary of the Association will undertake the notification of all Executive Committee, Life and Direct Members.

**12.03** A 3/4 majority vote of members present and voting at the meeting is required to pass any amendment.

**12.04** The Secretary of the Association is responsible to maintain and distribute the current copy of the constitution and by-laws not later than one (1) month after an amendment. Date and highlighted amendments are to be included.

## **13. PROCEDURE**

If the President, Vice-President, Secretary, or Treasurer/Registrar of the Executive Committee also holds an executive position within an Area Association are required to divest themselves of this position as soon as practical. Directors may hold an executive position within an Area Association.

## **14. ANNUAL DUES**

**14.01** The Annual Association Dues for the Area Associations and Affiliated groups shall be set by Council at the Fall Council Meeting of the Association for the succeeding fiscal year.

**14.02** The Registrar shall receive annual Association dues and current mailing addresses annually on or before the dates specified by Council.

## **15. LONG AND MERITORIOUS SERVICE AWARD**

**15.01** Subject to a ¾ majority of Council present and voting, this award is granted to a member who has given many years of meritorious service to the Association.

**15.02** To be considered, the nominee must have worked diligently for the benefit of the Association and its members.

**15.03** Twenty years of service is the normal period of exemplary service.

## **16. HONORARY PATRON**

The Association may, through its Council, appoint such Honorary Patron of the Association as it sees fit.

## **17. HONORARY PRESIDENT**

The Association may, through its Council, nominate and elect such a person as its Honorary President. A ¾ majority of Council present and voting is required.

## **18. SEAL**

The Executive Committee shall provide for the safe custody of the Seal of the Association that shall not be affixed to any instrument except by authority of a resolution of Council or the Executive Committee in the presence of such officers as may be prescribed in and by such resolution.

## **19. FISCAL YEAR**

The fiscal year of the Association shall be from April 1st to March 31st of the following year.

## 20. AUDITORS

**20.01** The Accounts of the Association shall be audited annually by two Auditors appointed by the Spring Council Meeting.

**20.02** Results of the audit shall be forwarded to the Area Associations, Life and Direct Members within thirty days of the audit.

## 21. INSPECTION OF BOOKS

**21.01** The books, papers, records and other property of the Association shall be open to inspection by the members upon demand at any reasonable time. Each Area Association or affiliated group shall maintain an up to date register of members that shall be open at reasonable times to the President or Secretary of the Association.

**21.02** A list of the Association's assets is to be provided to the membership at the Spring Council Meeting.

## 22. BORROWING POWERS

**22.01** In order to carry out the purposes of the Association the Councillors may, on behalf of and in the name of the Association, raise or secure the payment or repayment of money in the manner they decide. A debenture will not be issued without authorization of a special resolution.

**22.02** The members may by special resolution restrict the borrowing powers of the directors, but a restriction imposed expires at the next Annual General Meeting.

## 23. POWER OF SUSPENSION AND EXPULSION

**23.01** The Council may refuse admission to any person or may expel any member, officer, Council member, Area Association or Affiliated Group whose character or conduct makes it desirable.

**23.02** The Council shall not exclude a member, Area Association, Affiliated Group under this rule, unless:

- a. at least four (4) days notice has been given to each member of the Council of the proposal to exclude, or
- b. the member, Area Association or Affiliated Group concerned has had, by registered mail, a letter at least ten (10) days clear

notice that such motion for exclusion is on the Agenda and an opportunity afforded to attend the meeting to present or state any explanation or defense, or

- c. the motion is carried by a vote of at least two thirds (2/3) of the members of the Council present voting.

**23.03** No re-admission may take place save with the consent of the Annual General Meeting.

## 24. ETHICS COMMITTEE

**24.01** The Executive Committee of the Association shall appoint someone to chair the Ethics Committee.

**24.02** Once appointed, the Chair may co-opt members in good standing to make up the committee.

**24.03** With approval of the Executive Committee, the Chair may appoint a permanent Ethics Committee Secretary.

**24.04** The Ethics Committee, under the direction of the Executive Committee, shall hear and investigate all aspects of any written complaints regarding the conduct of any member.

**24.05** The Ethics Committee shall report their findings and recommendations in confidence and in writing to the Executive Committee for consideration.

**24.06** The Executive Committee shall have the power to suspend or expel a member.

**24.07** Suspended or expelled members have the right of appeal through the B.C. Soccer Referees' Association within 30 days of the disciplinary judgement.

## 25. RULES

Robert's Rules of Order, shall, in so far as it is practicable, apply to all meetings of the Association.

## 26. AWARDS

Any member honoured with a Life Membership, or presented with the Long and Meritorious Service award, shall, as far as is practicable, be presented with a suitable "token of appreciation" at the next General Meeting of the Association.

## British Columbia Soccer Referees Association Manual

### Section 7: Standard of Conduct for Members and Ethics Committee Procedure

*In order to show a high level of professionalism, every member of the Referees Association is expected to follow the Standard of Conduct for Members (below right) in addition to complying with the By-Laws of the Association. Members are asked to try and resolve any disputes amongst themselves and their Area Association executive. The Referees Association has devised an Ethics Committee to review any incident deemed to be of a severe ethical nature.*

#### **Ethics Committee Procedure**

1. **a)** All initial reports are to be submitted in writing to the BCSRA Ethics Committee marked "Ethics Committee" .  
**b)** Ethics Committee Chairman to inform provincial executive that a report was received.
- 2 **a)** Ethics Committee to communicate with parties involved within seven (7) days after receipt of report from BCSRA Executive.  
**b)** Complainant to receive a letter of acknowledgement (sent by Ethics Committee Chairman).
3. Parties involved must reply to Ethics Committee within seven (7) days of receipt of correspondence.
4. Ethics Committee Hearing to be convened within seven (7) days of receipt of reply, if necessary.
5. All parties are advised to present witnesses wherever possible.
6. Ethics Committee at hearings to consist of no fewer than three (3) members, including area representative as applicable.
7. All members are to be fully briefed before hearing is convened.
8. Resolution of case(s) to be submitted to BCSRA Executive for approval within seven (7) days of hearing.
9. BCSRA Executive to act on Ethics Committee recommendations at the Executive Meeting after receipt of judgment.

#### **Standard of Conduct for Members**

1. **Members** shall at all times strive to conduct themselves with dignity and good manners, both on and off the field of play.
2. **Members, if refereeing**, shall in all games in which they officiate demonstrate honesty and fairness, and by their example strive to inspire like qualities and sportsmanship in players and spectators.
3. **Members, if refereeing**, shall strive to maintain a high level of mental and physical fitness, and a neat appearance in all games they officiate
4. **Members, if refereeing**, shall in all games they officiate strive to do their best.
5. **Members if refereeing**, shall honour all appointments accepted by themselves, except in cases of illness or emergency.
6. **Members** shall refrain from publicly criticizing, another member of the Association in their referee performance through any form of communication.
7. **Members** shall declare an affiliation with any team, club or association.
8. **Members** shall not interfere in the duties and responsibilities of the officiating referee unless they act as an assessing authority or upon being asked by the officiating referee.
9. **Members** are required, at all times, to conduct themselves in a manner that does not bring this Association, its members or the game into disrepute.
10. **Members** shall respect the need to follow proper lines of communication, in approved forums, before stating position on matters which affect the association unless specifically given permission to speak/act on behalf of the association including area associations.

# **British Columbia Soccer Referees Association Manual**

## **Section 8: Standard Operating Procedures and Policies**

### *INTRODUCTION:*

*This section includes all Standard Operating Procedures (SOPs) and Policies which have been approved at Council Meetings of the Association. All policies appear as they were presented and passed.*

*As all policies, or changes thereof, must be approved at Council Meetings.*

# BRITISH COLUMBIA SOCCER REFEREES ASSOCIATION

*Assisting, supporting and advocating for referees since 1969.*



*"PRUDENTIA, VIRTUS, PATENTIA"*

## **STANDARD OPERATING PROCEDURE #1 : ELECTION OF A LIFE MEMBER OF THE BCSRA**

Pursuant to the BCSRA By-Laws, the standard operating procedure will be as follows:

1. Any nominee must be asked by his Area Association he belongs if he agrees to being nominated. If the nominee does not agree then no nomination may be made.
2. Any Area Association wishing to put forward a nomination must have a resolution to do so passed at an Area Association meeting on or before September 30<sup>th</sup> of the year of the BCSRA Fall Council Meeting for which the nomination will be voted at.
3. Area Associations must use the following guidelines to determine if the nominee exhibits those criteria stipulated in the BCSRA By-Laws worthy of recognition for Life Membership:
  - has been a member of the BCSRA for at least 20 years.
  - refereeing achievements at National and/or International level.
  - contribution to the continued progression of refereeing status quo and/or the BCSRA.
  - service on various Executives of the BCSRA, including but not limited to the CSRA, Area Association Executives, ad-hoc BCSRA Committees or those committees of the CSRA or BCSRA Area Associations.
  - has been elected as a Life Member by the nominee's Area Association.
  - demonstrated mentorship of referees, with particular attention given to referees who are members of the BCSRA.
  - demonstrated service to the formal education of referees, with particular attention given to instructional participation in sessions, seminars, or symposiums which are sanctioned/developed/coordinated by the BCSRA and its Area Associations.
4. Upon acceptance by those BCSRA members affiliated with the Area Association making the nomination, the Executive of the Area Association shall contact the BCSRA Secretary indicating the wish to nominate the individual.
5. The Area Association will provide a complete historical record of the nominee, with any supporting objective evidence, to the Executive at least 12 days before the BCSRA Fall Council Meeting. All nominations received will be stored in the archives of the association. Area Associations are encouraged to keep their own archival copy.
6. At the Fall Council Meeting and prior to the election for Life Membership, a presentation will be made by the Area Association in the manner stipulated by the By-Laws. The time allowed per presentation will be determined by the chair.
7. As per the By-Laws only one person may be elected per year, in years where multiple nominations are received by the BCSRA Secretary a vote by secret ballot will be made to determine one candidate for election. Per the By-Laws a simple majority will be enough to determine the nominee to be considered for election after which the regular election for Life Membership shall take place as per the By-Laws.
8. Nominations which failed shall be considered null and void and the nominee must be re-nominated by the Area Association using the above procedure for election at future BCSRA Fall Council Meetings. The historical record created by the Area Association will be kept in the BCSRA Archives and can be referred/added to for subsequent nominations.
9. A successful nominee will be feted as per the By-Laws with a suitable plaque inscribed with member's name. Where the new Life Member is unable due to health or other reasonable causes to attend the meeting, the presentation will be made at the subsequent Council meeting of the BCSRA. In cases of health the Executive will have the discretion to make the presentation at a meeting of the Area Association to which the new Life Member is affiliated with.

-ADOPTED: 2005 Spring Council Meeting.

## **POLICIES AND PROCEDURES**

**BACKGROUND DETAIL:** The BC Soccer Referees' Association (BCSRA) encourages “local” and “geographic” areas to form Area Associations affiliated with the BCSRA.

**REQUIREMENTS:** In accordance with Articles 1.02 and 3.02 of the BCSRA Bylaws, an organization of soccer referees may apply for affiliation and may be granted it.

- 1.02: Area Associations are entitled to use such local designations as they choose together with words to the effect that the Area Association is an Area Association of the British Columbia Soccer Referees' Association. Their objects shall not be inconsistent with those of the Association (BCSRA), their powers shall not exceed those of the Association (BCSRA) and they shall act at all times to further the aims and object of the Association (BCSRA).
- 3.02: Upon application by an organization for either membership or affiliation, Council shall decide whether the organization would be more appropriate as an Area Association or affiliated group and may authorize membership or affiliation by a three quarters (3/4) vote of Council.

**ELIGIBILITY CRITERIA:** An organization of not less than 10 soccer referees<sup>9</sup> – a majority (6) of whom are over the age and deemed ‘adults’ within the Laws of the province of British Columbia. This organization may make application to the Secretary of the BC Soccer Referees' Association to become affiliated as an Area Association.

### **APPLICATION PROCEDURES:**

An organization wishing to become an Area Association of the BCSRA should:

- Determine whether their group meets the Eligibility Criteria (above) and apply in writing to the Secretary of the BCSRA.
  - In the letter, outline how the organization meets the criteria.
- Name the individuals (including addresses and phone numbers) who currently make up the members of the organization seeking status as an Area Association.
  - Everyone involved in the application MUST be registered with the BCSA.
  - Current membership with the BCSRA is encouraged.
- Name the geographic or community area that the organization represents.
  - The formation of such organizations within the current ‘District’ or ‘Area’ groups established within the Bylaws of the BC Soccer Association is encouraged.
  - If not within an established District, Area or League, the organization must justify – in writing – why they believe their case for an independent ‘area’ is required or justified.
- Provide a Constitution and Bylaws of the organization [not necessary to ‘register’ as an Association under the guidelines of the Ministry of Finance and Corporate Relations].
  - Use of the current BCSRA Constitution and Bylaws –as a guide – is recommended.
  - Agree to the current Fee Structure for membership in the BCSRA.
    - Agree to support membership in the Canadian Soccer Referees' Association.
- Agree to the “terms and conditions” of membership as outlined in the BCSRA Bylaws and supported (from time to time) by Policies and Procedures – including historical protocol – established by the BCSRA.

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<sup>9</sup> Registered with BC Soccer Association and NOT under any sanction or suspension.

## **ACCEPTING AND VOTING ON THE APPLICATION:**

- The BCSRA Secretary will receive any and all applications for membership or affiliation and,
  - Review the Application for its accuracy and correctness.
  - Ensure all members applying are registered referees within the BCSA.
  - Advise all current Executive and Area Associations of the application.
    - This may be conducted using Canada Post or Electronic mail.
    - Provide them with a copy of the application and relevant documents.
- If certain conditions are lacking – or not included – in the application, then send back the application (with explanations) for adjustment and re-submission.
- Once accepted (as fulfilling the above mentioned requirements) place a “Notice of Motion” on the ‘Agenda’ of the next BCSRA Council Meeting concerning this application.
  - The detail of the application and supporting documents will be forwarded along with the Proposed Agenda for the Council Meeting at which the “Notice of Motion” will be given.
  - The voting to accept or reject the application will take place at the Council meeting following the “Notice of Motion”.

## **SUSPENSION AND EXPULSION OF AN AREA ASSOCIATION:**

Should circumstances suggest (or dictate) that the Area Association – or its membership – have acted in a way detrimental to the Aims and Objects or the BCSRA, that Area Association – or its membership – may be suspended or expelled in accordance to Article 23 of the BCSRA Bylaws.

**B.C. Soccer Referees' Association**  
OFFICE OF THE PRESIDENT – TONY TROUGHTON

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**To all BCSRA Members (and those attending)**  
**Spring Council Meeting**

**May 5<sup>th</sup>, 2001 – Victoria, BC**

**SUBJECT: The Development of BCSRA Policy**  
**[Support of Referee Development Committee Initiatives]**

Whereas the executive of the BC Soccer Referees' Association wish to reaffirm their support of the many initiatives of the BC Soccer Referee Development Committee, and

Whereas it is the opinion of the executive that one way to demonstrate that support is through the adoption of the following points concerning our members' involvement in referee development, and

Whereas this policy development can provide all members (and potential members) with viable and meaningful education and learning opportunities,

Therefore be it resolved that the following points become BCSRA Policy effective May 6<sup>th</sup>, 2001.

1. Every Branch shall deliver and distribute, in cooperation and consultation with the Referee Education Sub-Committee, the "*Monthly Educational Topics*" (so developed from time to time by the Education Sub-Committee).
2. Every Branch shall appoint<sup>10</sup> a member or members - as qualified<sup>11</sup> Trainers, Assessors or Mentors (under the auspices of the Referee Development Committee) - to each and every Youth Organization within their geographic boundary.
3. Every Branch shall appoint<sup>1</sup> a member to be the **Regional Coordinator Liaison** (unless a member of the branch also holds that position). That person will assist the Regional Coordinator in the successful fulfillment of the duties of the Coordinator including clinics, training sessions and refresher courses.
4. Every Branch representative to the Youth Organization will attend the Youth Organization's meetings and training events.
5. Every Branch, through its representatives, will encourage membership in both the BCSRA and BC Soccer.

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<sup>10</sup> These appointments will be forwarded to the Referee Development Committee for consideration and approval.

<sup>11</sup> Individuals appointed will receive (or will have already received) specific training through the auspices of the Referee Development Committee.

**To all BCSRA Members (and those attending)**  
**Spring Council Meeting**

**May 5<sup>th</sup>, 2001 – Victoria, BC**

**SUBJECT: The Development of BCSRA Policy**  
**[Support of Membership and Area Associations]**

Whereas the executive of the BC Soccer Referees' Association wish to reaffirm their commitment to its membership, and

Whereas it is the opinion of the executive that in order to show that commitment is to provide certain products and programs for its members both on short term and long term basis, and

Whereas one of the methods of showing that commitment is to validate those products and programs annually in order to provide the membership and Area Associations a method of measuring the success of the items, and

Whereas these items can provide all members (and potential members) with a method of marketing and sharing the successes of the BCSRA,

Therefore be it resolved that the following products and programs form part of the basis of the BC Soccer Referees' Association:

The development and maintenance of:

- Financial support for the Area Associations and Special Projects endorsed by the membership.
- A *Referees' Handbook* that offers specific and generic information on matters of interest to its members.
- A periodic *Newsletter* providing the membership with up-to-date happenings and future events and projects.
- A 'web-site' providing historic and current information as well as links to other soccer web sites.
- Lists of members, Area Associations and people (and groups) of interest.
- A method of support for the hosting of local, provincial, national and international colleagues during special events.
- Membership and active participation in the Canadian Soccer Referees' Association.
- The *Referee Video Program* spearheaded by the BCSRA and managed by John Nielsen.
- The annual *Dan Kulai Memorial Scholarship*.
- The selection process within the *John Meachin Memorial Soccer Fund*.
- The special *Osmond Halene Project* and its financial obligations.
- Liaison with specific committees and sub-committees established by the BC Soccer Assoc.
- On-going support of the programs developed by the Referee Development Committee.

## Section 9:

# Constitution and By-Laws of the CANADIAN SOCCER REFEREES ASSOCIATION ASSOCIATION CANADIENNE DES ARBITRES DE SOCCER



Inaugurated Jan 21,1989

**"WITH FAIRNESS & FORTITUDE"  
"COURAGE ET EQUITE"**

### CSRA Executive

President

1<sup>st</sup> Vice-President

2<sup>nd</sup> Vice-President

Secretary

Treasurer

Mailing address:

Website

Joe Licandro

Tony Troughton

Elvio Chies

Rich Carman

Laurent Eloy

4102 Rolling Valley Drive Mississauga, Ontario L5L 2K8

csra\_\_1.tripod.com/

jlicandro@quickclic.net

tony\_troughton@sd63.bc.ca

Lvo@direct.ca

richcarman@rogers.com

leloy@mts.net

**The Philosophy of The Association** as to:

**1) Its Organisation**, shall be:

- a) to help find, educate, encourage, register, and support Referees and their Associations;
- b) to establish and adopt By-Laws, Rules and Regulations, and Policies that are beneficial for The Association and its Members and for the Game as a whole, and to ensure that they are adhered to and upheld;
- c) to represent its Members at all appropriate times and functions;
- d) to ensure that the Game is played in accordance with the Laws established and decisions expressed by the International Football Association Board, published by the Federation Internationale de Football Association, and adopted by The Canadian Soccer Association;
- e) to assist The Canadian Soccer Association and its Affiliates administer and promote the game in this country;
- f) to uphold the principles of the Canadian Charter of Rights and Freedoms, observe Natural Justice, and provide Equal Opportunity within a framework of Fairness, Excellence, Capability, and Soccer-related National and International regulation.

**2) Its Operation**, shall be:

- a) to enable the Executive Committee to administer the affairs of The Association effectively and efficiently within practices approved by Council and Policies approved by Membership;
- b) to encourage the Presidents (or their Delegates) of affiliated Provincial/Territorial Referees' Associations, as Members of Council, to participate fully in the affairs of The Association, to act as the communications pipeline, and to reflect the wishes of their respective associations on the basis of a parity of votes;
- c) to provide a vote on Policies, Practices, and the Election of Officers to all who pay to join and support The Association.

**3) Its Membership**, shall be:

- a) to ensure that every person who becomes or continues to be a Member shall:
  - i) where one exists, register through the Provincial/Territorial Referees' Association where he resides;
  - ii) where one does not exist, register direct with this Association, and be encouraged to assist in the establishment of a Referees' Association in his Province/Territory;
  - iii) pay the appropriate fees;
  - iv) agree to abide by, adhere to, and uphold the By-Laws, Rules, and Regulations of The Association;
  - v) conduct himself in a manner befitting credit to himself, The Association and the Game.
- b) to recognize every person who registers through a Provincial/Territorial Referees' Association as a Member with both an individual voting right and also representation through his affiliated association;
- c) to recognize every person who registers direct with this Association as a Member with only an individual voting right;
- d) to provide each person who registers with all the education, encouragement, and support needed to referee effectively and well;
- e) to provide a hearing for every member charged with an offence relating to his activity in The Association, and one appeal against any decision rendered at first instance.

## **CANADIAN SOCCER REFEREES' ASSOCIATION** **BY-LAWS**

**Article 1—Name**

The name of this organisation shall be "Canadian Soccer Referees' Association," alternatively, "Association Canadienne des Arbitres de Soccer," hereinafter referred to as The Association.

**Article 2—Address**

The address of The Association shall be that of its Secretary within Canada.

**Article 3—Objects**

The objects of The Association shall be:

- a) to improve the status, protect the interests, and promote the welfare of referees;
- b) to establish, affiliate, and assist in the development of Provincial/Territorial Referees' Associations;
- c) to encourage those who wish to referee to register, to represent them at National and International functions, and to retain in membership those who have retired from active refereeing;
- d) to educate and assist in the education and development of referees through their respective Provincial/Territorial Referees' Associations, to design and assist in the designing of appropriate education and assessment programmes, and to distribute and assist in the distribution of them;
- e) to establish a code of acceptable conduct for all its members, to ensure compliance with that code, to discipline those who fail to comply, and to provide an appeal procedure to accommodate those who have been disciplined but feel unduly aggrieved;
- f) to acquire, collect, and obtain funds to operate and to fulfil its objects, and to receive, purchase, exchange, convert, subscribe for, deliver, sell, mature, and redeem trusteed securities;
- g) to establish, operate, amend, suspend, and wind-up such trusts as are deemed appropriate for itself, its Member Associations, its Referees, and their dependents or for any other beneficial purpose;

- h) to recognize and uphold the Laws of the Game as promulgated by the International Football Association Board (IFAB) and published by the Federation Internationale de Football Association (FIFA) and any amendments thereto as and when they apply;
- i) to recognise, adhere to, and uphold the Statutes of Canada, its Provinces and Territories, especially having regard for Natural Justice Equal Opportunity and Human Rights and Freedoms;
- j) to foster a relationship of co-operation with The Canadian Soccer Association, its affiliates and associated organisations, and assist them in promoting the knowledge and best interests of the game;
- k) to re-organise or dissolve The Association if deemed necessary;
- l) to do all such lawful things as may be or become necessary to fulfill these objects.

#### **Article 4—Organisation and Membership (The Constitution)**

The Association shall be:

- 1) composed of the following categories of Membership:
  - a) **Affiliated Membership**, which shall be open to all properly constituted Provincial/Territorial Referees' Associations to enable them to represent their members on Council;
  - b) **Ordinary Membership**, which shall be open to all persons who register with and through their respective Provincial/Territorial Referees' Associations;
  - c) **Direct Membership**, which shall be open to all persons who register to referee, but who reside in a Province/Territory where no Soccer Referees' Association exists;
  - d) **Honorary Membership**, which shall be open only to those persons who have been
    - i) either nominated through their respective Provincial/Territorial Referees' Association or recommended by the Executive Committee,
    - ii) confirmed by Council at a meeting prior to the Annual General Meeting, and
    - iii) elected by a 75% majority of those casting ballots (voting) at the Annual General Meeting;
- 2) managed by a Council constituted as stated in these By-Laws.

#### **Article 5—Fees**

There shall be an annual fee for each, except the Honorary category of Membership. The amount of such fee shall be set one year in advance at the Annual General Meeting and be payable to The Association on or before the date stipulated.

#### **Article 6—Finances**

All funds received by The Association shall be deposited in a Canadian financial institution covered by the Canada Deposit Insurance Corporation and authorized by Council, to one or more than one account in the name of The Association. Withdrawals and cheques drawn on behalf of The Association shall be signed conjointly by two persons from a list of those authorized by Council. Upon resolution of Council, surplus funds of The Association may be invested in Trustee Securities, which shall be held in safekeeping by the aforementioned financial institution. Such securities may, by similar resolution, be liquidated.

#### **Article 7—Auditors**

Two members of The Association shall be appointed at the Annual General Meeting to audit the accounts of The Association:

- a) at any time they choose without notice,
- b) upon the request of Council,
- c) each year as at December 31st and before the Annual General Meeting.

They shall present a certificate of their findings at that meeting.

#### **Article 8—Meetings**

- a) The Annual General Meeting of The Association shall be held on the third (3rd) Saturday in January, and all members shall receive at least thirty (30) days notice of its time and location.

The order of business at the Annual General Meeting shall be:

- i) Roll call of Members for the year then ending
- ii) Tributes and introduction of guests
- iii) Minutes of the previous Annual General Meeting
- iv) Matters arising therefrom
- v) Pertinent correspondence
- vi) President's Address
- vii) Secretary's Report
- viii) Treasurer's Report and Auditors' certificate
- ix) Other Reports
- x) Unfinished Business
- xi) Amendments to the Constitution
- xii) Roll Call of Members for the year ensuing
- xiii) Election of Officers (and Council)
- xiv) Any other business
- xv) Adjournment

The Chairman may, at his discretion, introduce any special business for discussion, but only after approval of the Minutes.

- b) A Special or an Extraordinary General meeting may be called by Council by its own motion.  
A Special or an Extraordinary General Meeting shall be called within thirty (30) days following the receipt by the Secretary of a written request signed on behalf of not less than three (3) affiliated Members.  
All Members shall receive thirty (30) days notice of the time, location, and business to be dealt with at a Special or an Extraordinary General Meeting. Only the business for which such a meeting was called shall be dealt with, except with the unanimous consent of those present at the meeting.
- c) All other meetings of The Association shall be held as previously arranged or, failing prior arrangement, at the call of the Chair.
- d) All meetings of The Association shall be conducted in accordance with Robert's Rules of Order insofar as they may apply.
- e) The President shall preside at all meetings of The Association. However, in his absence, one of the Vice-Presidents, in order of precedence, shall preside. In the absence of all these officers, Council shall appoint a pro tem Presiding Officer.

#### **Article 9—Quorum**

At all General Meetings of The Association a majority of Affiliated Members shall constitute a Quorum.  
At all other meetings of The Association a majority of those entitled to attend shall constitute a Quorum.

#### **Article 10—Voting**

- a) For the election of officers and all matters referred to Members by Council, each affiliated member, through its delegate, and each ordinary and direct member shall be entitled to vote.
- b) For all other matters each person entitled to attend and attending may vote.
- c) At all meetings of The Association, voting shall be by a show of hands, unless a poll is requested or ballot papers have been issued with the notice of meeting.
- d) If a poll is required or ballot papers have been issued, appointed scrutineers shall total the votes, report the count to the President, or the pro tem Presiding Officer, who shall announce the result to the assembly for the record. Decisions shall be reached by simple majority unless otherwise required.
- e) Officers shall have a voice but no vote at General Meetings.
- f) The Presiding Officer shall have a casting vote only.

#### **Article 11—Council**

The business of The Association shall be conducted by Council which shall be comprised of the Officers and one (1) delegate from each affiliated Provincial/Territorial Referees' Association.

Council shall meet not less than once each year.

During the interval between Meetings of the Council, the Executive Committee, comprised of the Officers, shall possess and may exercise all the powers of Council in the management and direction of the affairs of The Association.

#### **Article 12—Officers**

The Officers of The Association shall be the President, a First and a Second Vice-President, the Secretary, and the Treasurer.

No more than two (2) officers resident in any one Province/Territory shall hold office at the same time, except when an officer moves to another Province/Territory during his term in office.

#### **Tenure**

Their term of office shall extend for two consecutive years. The President, Second Vice-President, and Treasurer shall be elected in odd-numbered years and the First Vice-President and Secretary shall be elected in even-numbered years.

#### **Vacancies**

Should an office become vacant during tenure, Council may appoint an eligible person to serve for the remainder of the term. Failing an appointment by Council, the position shall be open for nomination and election at the ensuing Annual General Meeting.

### **Article 13—Duties of Officers**

The Officers of The Association shall perform the special duties hereinafter mentioned and any other duties which may be assigned to them.

- a) The President shall preside at all meetings of The Association and shall have a casting vote only in the case of a tie;
- b) The Vice-Presidents shall assist the President in the discharge of his duties and officiate in order of their precedence in the President's absence;
- c) The Secretary shall be the corresponding officer and be responsible for the corporate affairs of The Association;
- d) The Treasurer shall be the Registrar and be responsible for the fiscal affairs of The Association.

### **Expenses**

Officers shall be recompensed for expenses properly incurred in the performance of their duties, at rates established by Council.

### **Article 14—Election of Officers**

Candidates for office shall be Ordinary or Direct Members, and

- a) be nominated by a Provincial/Territorial Referees' Association,
- b) be elected at the Annual General Meeting by a majority of members entitled to vote,
- c) upon election, shall hold office until the Election of Officers at the next appropriate Annual General Meeting, or earlier upon vacating the office for any reason,
- d) be eligible for re-election,

### **Article 15—Rules and Regulations**

The Association may make such miscellaneous Rules and Regulations as may be deemed necessary to protect the interests of its Members and to fulfil its objects.

No such Rule or Regulation may violate the rights or freedom of any member except as may be necessary to protect the rights and freedom of any other member and to ensure the stability of The Association.

### **Article 16—Interpretation**

Interpretation of the By-Laws, Rules and Regulations, and any questions in dispute shall be referred to Council for a decision.

The singular shall, where appropriate, include the plural and vice versa.

The Masculine and Feminine Gender shall, where appropriate, be interchangeable.

### **Article 17—Alterations and Amendments**

All proposed amendments to the Constitution shall be forwarded in writing to The Association no later than sixty (60) days prior to the Annual or any other General meeting called to consider them.

Copies of proposed amendments shall be sent to all Members with the notice of meeting at which they are to be considered.

Amendments to the By-Laws shall require a two-thirds (2/3) majority vote of ballots cast at the General Meeting, and shall become effective on the prescribed date.

Amendments to the Rules and Regulations may be made by Council. They shall become effective immediately unless otherwise specified in the motion.

## **CANADIAN SOCCER REFEREES' ASSOCIATION** **RULES AND REGULATIONS**

### **1) Membership**

#### **a) General Requirements**

Application for Membership shall be made annually by each Provincial/Territorial Referees' Association on behalf of itself and its members, and by each Direct Member on a form supplied by this Association.

Each completed application form shall be submitted to the Treasurer, and be accompanied by the applicable fee and by all appropriate documents, before the ensuing Annual General Meeting.

By signature on the Application Form, each applicant shall be deemed to have subscribed to the Constitution, By-Laws, Rules and Regulations, and to have agreed to uphold them and any regularly approved changes to them made subsequently.

#### **b) Specific Requirements**

Upon application, The Association will consider accepting into membership those who satisfy the following conditions:

##### **i) Affiliated Membership**

Provincial/Territorial Referees' Associations which:

- a) have, or propose to have, and which do, or undertake to maintain, within their respective Provinces/Territories, objectives similar to and not in conflict with those of this Association;
- b) affiliate with this Association and agree to act as its representative within their respective Provinces/Territories;

- c) hold a General Meeting of their Members at least annually;
- d) maintain accurate written and financial records and submit annually to their respective members and to this Association an Audited Financial Statement;
- e) appoint and maintain the appointment of appropriate officers and delegates to represent them at meetings of this Association, and advise it, in writing, within fifteen (15) days of occurrence of any change of officer or delegate, or of its own change of address.

Note: The Association will affiliate and recognize only one Soccer Referees' Association in any one Province/Territory.

#### **ii) Ordinary Membership**

Individuals who:

- a) have been, are, or intend to become referees;
- b) register with, or are recognised as members by their respective Provincial/Territorial Referees' Association;
- c) are and remain in good standing with every affiliated member of this Association.

#### **iii) Direct Membership**

Individuals who:

- a) have been, are, or intend to become referees;
- b) either reside in Provinces/Territories where no Provincial/Territorial Referees' Association exists, but who agree to assist this Association to establish one, or are members of the Canadian Armed Forces;
- c) register with this Association,
- d) subject to constraints applicable to members of the Canadian Armed Forces, notify this Association of any change of address within fifteen (15) days of such change, and
- e) except for members of the Canadian Armed Forces, transfer from Direct to Ordinary Membership through an affiliated member, if one exists in the Province/Territory of new residence.

#### **iv) Honorary Membership**

In one of two categories:

- a) **Life Membership** for an individual who has been registered with this Association or with an affiliated member of this Association for a period of not less than ten (10) years, and who has rendered special service to The Association or to the game in Canada to an extent beyond normal participation;
- b) **Honorary Membership** for an individual who, while not having been registered with this Association or with an affiliated member of this Association, has rendered special service to this Association or the game to an extent beyond normal participation;

Nomination by an affiliated member for consideration of an individual for Honorary Membership shall be made on a form to be supplied by this Association. The form shall be completed, signed, and submitted to The Association not less than ninety (90) days before the Annual General Meeting at which it is expected to be proposed.

Notice of nomination for each category of Honorary Membership shall be delivered to all members of The Association with the notice of meeting at which it is expected to be proposed.

## **2) Voting**

### **a) By Ballot**

With the notice of meeting at which matters detailed in Article 10 a) are to be considered, the Secretary shall issue, to each Member who is entitled to vote, a ballot paper on which is identified each relevant subject or motion. It shall be sufficient that the notice and ballot papers for Ordinary Members be directed to and distributed through the relevant Affiliated Provincial/Territorial Association.

Each ballot paper shall

- i) provide space to indicate a vote FOR or AGAINST each subject,
- ii) be protected in such a manner as to enable its validity to be established and the privacy of the voter to be maintained.

Each member wishing to exercise a vote shall do so by marking a ballot paper in the preferred space, and by returning that paper to the appointed receiver so that it shall be received by the appointed date.

The Executive Committee shall appoint, on such terms as it deems appropriate, at least two (2) Scrutineers to receive, count, and report the result of voting by ballot. A Scrutineer, however, shall not be an Officer of the Association, nor a candidate for office in the Association. A Scrutineer may be removed and replaced at any time for cause.

The Scrutineers shall disallow any ballot which cannot be validated or which is not clearly marked, or which is received later than the appointed date, which may be extended by the Executive Committee for cause.

The decision of the Scrutineers shall be final in so far as the result of the ballot is concerned.

**b) By Proxy**

i) **A Direct Member**, who is unable or not intending to attend a General Meeting, may request from the Secretary, and the Secretary shall issue, a paper by which to appoint a proxy to vote as the member signifies thereon at that Meeting.

The Proxy shall be a Member of the Association.

The Proxy paper shall either be delivered to the appointee, or returned to and received by the Secretary not later than the day before the meeting at which it is to be exercised, in order for the appointment to be validated.

The appointment of a Proxy may be changed or withdrawn by the Direct Member at any time before the meeting commences, and will be invalidated if the Direct Member attends in person.

ii) **An Ordinary Member**, who is unable or not intending to attend a General Meeting, may, through his Provincial/Territorial Association, request from the Secretary, and the Secretary shall issue to the Member through that Association, a paper by which to appoint a proxy to vote as the member signifies thereon at that Meeting.

The Proxy shall be a member of the Ordinary Member's Provincial/Territorial Association or an Officer of this Association.

The Proxy paper shall either be delivered to the appointee, or returned to and received by the Secretary of this Association not later than the day before the meeting at which it is to be exercised, in order for the appointment to be validated.

The appointment of a Proxy may be changed or withdrawn by the Ordinary Member at any time before the meeting commences, and will be invalidated if the Ordinary Member attends in person.