



Central Oregon  
Soccer Officials Association

**Bylaws  
&  
Policy  
Statement**

Revised August 1, 2019

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# **Bylaws of the Central Oregon Soccer Officials Association**

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## **Article 1 – Name and Definition**

The name of this organization of certified soccer officials shall be the Central Oregon Soccer Officials Association (COSOA), hereby referred to as COSOA.

The Oregon State Activities Association is hereby referred to as OSAA.

The OSAA Athletic Officials Handbook is hereby referred to as AOH.

The United States Soccer Federation is hereby referred to as USSF.

The Executive Committee is hereby referred as to the Board.

## **Article 2 – Purpose**

The purposes of the COSOA are:

- A. Promotion and direction of an organization to provide soccer officiating in the COSOA service area.
- B. To render an efficient service to the sanctioned organizations through the cooperative efforts of administrators and local soccer officials toward developing professional attitudes concerning athletic programs.
- C. To aid officials, coaches, and players in acquiring a thorough knowledge of the playing rules and to promote uniformity in the mechanics of officiating.
- D. To encourage and assist people interested in becoming qualified soccer officials.
- E. To develop a professional attitude toward the avocation of soccer officiating that will contribute to the sport.

## **Article 3 – Location**

The location of COSOA shall be in Deschutes County, Oregon, and the Commissioner shall determine its business address.

## **Article 4 – Membership**

- A. All officials shall be required to affiliate each year with the COSOA. Requirements for affiliation include the payment of applicable dues (other than student members per COSOA Policy 9D) and maintaining appropriate certification.
- B. The membership year shall start on August 16 and extend until August 15 of the following year.

- C. The total membership of the COSOA shall not be limited.
- D. All members of the COSOA shall be regular members entitled to all privileges and responsibilities of the COSOA.
- E. Members shall be classified according to capability levels, as determined by the Board, as an aid to the Commissioner and Assignor for assignment purposes (see Policy 4).

#### **Article 5 – Certification and Fees**

- A. Annual certification and payment of fees to the OSAA is an individual responsibility and is required for each member desiring to officiate OSAA events. Officials assigned to OSAA sanctioned events are independent contractors per AOH. OSAA fees cover costs of rules publications, patch, insurance and certification examination.
- B. Annual certification for USSF officials is an individual responsibility. Proof of USSF Certification must be provided to the COSOA Assignor before an official will be assigned to officiate a sanctioned USSF event. Officials assigned to USSF sanctioned events are independent contractors.
- C. Dues for COSOA operating services shall be assessed and collected by the COSOA.
- D. The membership of COSOA may, by majority vote of members present at a regular meeting, change any fee structure adopted by the Board.
- E. The membership of any member failing to maintain the code of ethical standards described in the COSOA's Policies may be terminated, or suspended, or the member may be disciplined by a majority vote of the voting members of the Executive Board. Procedures for due process shall be described in the COSOA's Policies. Any member whose membership has been terminated or suspended may be re-instated in accordance with the terms described in the COSOA's Policies.

#### **Article 6 – Meetings /Trainings**

- A. All meetings shall be conducted according to Robert's Rules of Order.
- B. The regular meetings shall be scheduled and announced to the COSOA, such schedule will be submitted to OSAA per AOH rule. There shall be no more than six regular meetings dispersed through the sports season; and additional meetings may be added at the discretion of the Board.
- C. The last regularly scheduled meeting of the OSAA season shall be the Elections meeting, where all officers and Board members for the following year shall be elected.
- D. The President, Vice President, Secretary and Treasurer shall act as presiding officers at all meetings of the COSOA in the above listed order.

- E. The Commissioner shall be allowed a reasonable amount of time during the regular meetings for conducting necessary business and training.
- F. The agenda for all membership meetings will be made by the President and/or the Board.
- G. At the discretion of the Board, trainings during the membership year may be scheduled and announced to the COSOA membership.
- H. Certified attendance at an OAOA sponsored clinic and/or the OSAA sponsored state rules interpretation meeting may count as one study/training meeting toward this attendance requirement. Approval for training hours is determined by the Board. See AOH Rule4.1d.

## **Article 7 – Officers and Duties**

- A. The officers of the COSOA shall be certified officials who are members in Good Standing. The Officers shall be the President, Vice President, Secretary and Treasurer.
- B. The term of each officer shall be for one (1) year, beginning upon election and ending at the next annual election meeting, or until a successor is elected or appointed.
- C. Officers may be re-elected an unlimited number of times.
- D. The duties of the officers of the COSOA include the following:
  - 1. President. The President shall preside at all meetings of the general membership and of the Board. The President shall have general supervision over the affairs of COSOA. The President may appoint committees as deemed necessary by the Board. The President may attend monthly Athletic Director meetings, as deemed necessary by the Board and/or Commissioner. The President will assure that OSAA members are evaluated during each high school season. The President will provide evaluation information to the Board as a foundation for the ratings and classification of each official. The President will act as Mentor Program Coordinator per COSOA Policy 14.
  - 2. Vice President. The Vice President shall, in the absence of the President, be vested with the authority to perform all duties of that office. In addition, the Vice President is the COSOA's official rules interpreter and may accompany or represent the Commissioner and COSOA at the yearly OSAA Rules Clinic.
  - 3. Secretary. The Secretary shall keep minutes, including attendance, of meetings of the general membership and Board meetings. The Secretary shall provide the COSOA Commissioner with attendance records of each meeting, including excused absences. The Secretary shall have custody and be charged with

the safekeeping of appropriate records, papers and documents of COSOA. The Secretary shall maintain and upkeep the COSOA website, including regular posting of meeting minutes.

4. Treasurer. The Treasurer shall be responsible for the collection of dues, fines, and fees due COSOA and OSAA. The Treasurer shall deposit all funds of COSOA in the bank and shall pay all expenses approved by the Board. Funds received from schools as payment for officiating services rendered, or to be rendered, shall be deposited and maintained in an account that can be distinguished from other funds of COSOA. The Treasurer shall maintain an itemized balanced account of all receipts and expenses in accordance with accepted accounting procedure approved by the Board. The Treasurer shall be prepared to make a financial report at any meeting of COSOA or to the Board.
- E. Officers shall be elected per Policy 13 of these Bylaws.
- F. Vacancies shall be filled by majority vote by members present at an election scheduled by the Board.

#### **Article 8 – Executive Committee / Board**

- A. There shall be an Executive Committee /Board consisting of the following individuals:
  1. President
  2. Vice President
  3. Secretary
  4. Treasurer
  5. Commissioner
  6. Prior Year's President
  7. Bend Area Representative
  8. Outside of Bend Area Representative
  9. USSF Instructor/ Mentor / Assessor
  10. COSOA Mentor
- B. Individuals may serve more than one position, but there must be a minimum of five members present to meet the quorum requirement of Article 8.J.
- C. The two Area Representatives will maintain close liaison with the local Parks & Recreation Districts and local Soccer Clubs to encourage growth of soccer and as a source for additional referees. The number of area representatives may be changed by a two-thirds (2/3) vote of the members of the COSOA.

- D. The Board shall manage all affairs, funds and business of COSOA.
- E. The Board shall assist in the settling of grievances of all COSOA members.
- F. It shall be the responsibility of the Board to notify appropriate program administrators when matters of mutual concern need to be discussed and resolved.
- G. No financial obligations relative to COSOA activities shall be incurred by any officer or committee, except as specifically authorized by the Executive Committee and/or vote of the membership.
- H. At any meeting of the Board, the committee may, by majority vote, ask for and receive or accept the resignation of any member or officer. The regular membership of the COSOA may dismiss any member by a two-third (2/3) vote of those members present at a regular meeting.
- I. The Board shall meet as necessary to conduct the affairs of the COSOA.
- J. At any Board meeting, at least five (5) members in attendance are necessary to constitute a quorum for the transaction of COSOA business.
- K. Regular and accurate minutes and reports of the affairs and funds of the Board shall be made available to the regular membership of the COSOA.

## **Article 9 – Attendance**

- A. Attendance at regular training meetings is essential in maintaining uniformity and consistency as officials and as an Association.
- B. Attendance at the regular meetings of the COSOA is required to maintain Good Standing of the COSOA.
  - 1. Members in Good Standing are eligible to receive Playoff Assignments.
  - 2. Members in Good Standing are eligible to serve as Officers of COSOA.
- C. The COSOA Secretary shall keep and maintain a record of those attending the General Meetings and COSOA trainings.
- D. No more than a combined two (2) 'Excused Absences' from General Meetings may be granted by either the COSOA President or Commissioner per membership year, to members who are unable to attend a General Meeting due to a schedule conflict or emergency. In order to be marked as excused from a meeting, a member shall:
  - 1. Email or text (written/electronic record or official time stamp) the Secretary and/or Commissioner at least thirty (30) minutes before each scheduled meeting.
  - 2. Provide a legitimate reason for missing the meeting:

- Other OSAA game assignment;
- Child or family obligation;
- Medical or sickness;
- Work or occupational;
- School or academic obligations;
- Travel or out-of-town;
- Other.

### **Article 10 – Amendments**

- A. These Bylaws may be repealed, diminished, modified, or added to at any meeting of the membership by the affirmative vote of two-thirds (2/3) majority of the members present.
- B. Final interpretation of any article or section of these bylaws shall rest with the Board.

### **Article 11 – Committees**

The Board may appoint any other committees as deemed necessary to conduct the business of the COSOA.

### **Article 12 – Commissioner**

- A. The Commissioner will be selected by majority vote of the COSOA membership.
- B. The local Association of High School Athletic Directors must approve the selected Commissioner. A new Commissioner shall to be selected by the membership if the Athletic Directors do not approve of a selected Commissioner.
- C. The Commissioner shall be appointed for three (3) years, with reappointment subject to approval by the COSOA membership and the member schools Athletic Directors.
- D. The Commissioner, or designee, shall make all OSAA contest assignments in accordance with AOH Rule 9 and COSOA policy.
- E. The Commissioner shall be responsible for maintaining an accurate record of attendance of officials at COSOA meetings and submitting that record to OSAA as required.
- F. Per AOH Rule, the Commissioner may be removed from office at any time by a two-thirds vote of COSOA members or two-thirds vote of the schools serviced by COSOA.



- G. Per AOH rule, the Commissioner may officiate if they are an OSAA certified official having met all annual certification requirements established in AOH Rule 4 and only in the following cases:
1. The Commissioner has been approved to officiate by a vote of the members of the local COSOA, or
  2. The commissioner has petitioned and been granted permission by the OSAA Executive Director to officiate in the event of either a low number of registered and certified officials within COSOA, or the number of assignments exceeds the number of officials, or
  3. In an emergency.

### **Article 13 – Assignor**

- A. The Assignor may serve and hold other offices within the COSOA.
- B. The Assignor must hold and maintain a current USSF Assignor Certification.
- C. The Assignor will work in conjunction with the Commissioner and Board, to ensure referees are assigned in such a way to honor and benefit the sport, the athletes and schools; while developing referees for the future.
- D. Youth OSAA Officials: The Assignor may utilize youth officials for OSAA events pursuant to COSOA Policy 14.
- E. The Assignor may officiate if they are an USSF certified official having met all annual USSF certification requirements and only in the following cases:
1. The Assignor has been approved to officiate by a vote of the members of COSOA, or
  2. In the event of either a low number of registered and certified officials within COSOA, or the number of assignments exceeds the number of officials, or
  3. In an emergency.

# **Policy Statement of the Central Oregon Soccer Officials Association**

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## **Policy 1 – Conflict of Interest**

- A. Regarding OSAA sanctioned games, per AOH Rule: Unless the athletic directors of the schools involved in the contest and the assigning commissioner agree, no official shall be assigned to a varsity contest if:
  - 1. The contest involves a school currently attended by the official's child or stepchild.
  - 2. The contest involves a school at which the official or a member of his/her immediate family\* is a current employee or coach.
  - 3. An immediate family\* member of the official is a team member of one of the involved teams.
  - 4. The contest involves a school from which the official has graduated within the last four years.
  - 5. There are other factors or relationships between the official and a participating school that, in the judgment of the commissioner or the official, might give rise to the appearance of a conflict of interest.
- B. Regarding Non-OSAA (e.g. USSF) sanctioned games, an official should not officiate in any match where there is a vested interest.\*\*
- C. Violation of the COSOA Conflict of Interest Policy will be considered unethical conduct or behavior.
- D. Any official who receives an assignment that creates a conflict of interest as described above, is obligated to report the matter to the Commissioner or Assignor.

\*Definition of "immediate family" as used in this policy: Spouse, parents and grandparents, children and grandchildren (including adopted and step), brothers and sisters, mother and father-in-law, brother and sister-in-law, daughter and son-in-law.

\*\*Definition of "vested interest" as used in this policy is defined as when the official or a member of the official's family (spouse, child or parent) or that person's team may be affected by the outcome of the proceeding or match.

## **Policy 2 – Professional Conduct and Ethics**

- A. Referees should familiarize themselves with the Officials Code of Ethics contained in the NFHS Rule Book, and AOH Rule 5: Ethics and Conduct.
- B. Referees should also familiarize themselves with the USSF Policy Manual, including:
  - 1. Policy 531-11.3 Standards of Conduct;
  - 2. Policy 531-11.4 Code of Ethics;
  - 3. Policy 531-6 Restriction on Referee;
  - 4. Policy 531-10 Misconduct of Game Officials.
- C. Unethical conduct or behavior (as determined by the Board) will result in disciplinary action and/or removal of future game assignments by the COSOA, and/or any of the penalties listed in OSAA 5.6: Penalties of Officials and/or the USSF Policy Manual.
- D. Pursuing courses of action, on or off the pitch, which is detrimental to the welfare of COSOA (as determined by the Board) will result in disciplinary action and removal of future game assignments by the COSOA. The following actions would violate that expectation:
  - 1. Directly or indirectly contacting coaches or Athletic Directors outside contest venues to discuss matches, players and other OSAA events. Any such desired communications need to be made through the Commissioner.
  - 2. Disparaging or criticizing fellow officials to coaches, athletic directors, other officials, media (including online social networks) or members of the public. Any contact with the media needs to be directed through the Commissioner.
  - 3. Use of COSOA emails, cell phones or contact information for unsolicited commercial purposes unrelated to the organization.
  - 4. Soliciting or agreeing to assign soccer games or scrimmages for any organization; and recruiting or using COSOA members, their email, cell phone or contact information to assign games.
  - 5. Officiating under the influence of drugs or alcohol.
  - 6. Use of tobacco products during an OSAA sanctioned event.
  - 7. Any form of gambling or wagering on any aspect of an OSAA contest.
  - 8. Any behavior that brings a negative public image to COSOA through association with the individual.

### **Policy 3 – Uniform and Appearance**

- A. The COSOA considers professional appearance to be an important part of being a good official and is essential in advancing in rank and stature within the avocation of officiating.
- B. All officials are required to conform to the uniform requirements specified by the sanctioning organization (e.g., COSOA, USSF, etc.).
- C. Official Uniform:
  - 1. Current and past USSF appropriate (or their off-label equivalent) referee attire will be worn during matches, which includes a jersey, shorts and socks.
    - a. Either the USSF or other similar (three stripes) Warm-Ups may be worn over the uniform in cold or inclement weather.
    - b. Predominantly black shoes.
    - c. Black ski hat or black gloves may be worn in cold or inclement weather.
    - d. Sun protection with a solid black/dark baseball cap or dark wide-brimmed sun hats are permitted.
  - 2. The required uniform for officials at OSAA sanctioned contests is defined in the sport-specific NFHS rules book or official's manual.
    - a. The uniform may be modified by sport specific OSAA interpretations, OAOA publications, or OSAA State Rules Interpreter.
    - b. All officials shall wear the current year's OSAA patch while officiating any OSAA sanctioned contest. The patch shall be worn: above the left pocket area of the shirt.
    - c. The COSOA's name, insignia, or logo may be worn on the uniform with OSAA approval. Officials may optionally wear an American flag patch on the sleeve of their uniform.

#### **Policy 4 – Ratings**

- A. The Board shall attempt to rate each official for each season.
- B. Officials shall be rated according to a system devised by the Board as an aid to the Commissioner and Assignor in assigning games.
- C. Each official is entitled to know his/her current rating and may ask the Board for an explanation and/or re-evaluation.
- D. A person new to OSAA soccer officiating shall serve a minimum of six (6) games at the junior varsity (JV) or lower level prior to officiating at the varsity level.
- E. Officials transferring into COSOA from other Associations shall be rated according to COSOA Policy 11.
- F. The Board may provide a verbal or written report to individual officials pertaining to their performance. The Board may use comments from Athletic Directors, Principals, Coaches, other Officials and personal observations in their assessments of officials.

#### **Policy 5 – Assignments**

- A. Assignments are assumed to be accepted by the official in good faith. Each official has the responsibility to complete every assignment without tardiness, absence or unapproved substitution.
- B. An official who misses a contest may be fined up to the amount normally paid for that contest. Such fine will be deposited to the COSOA general fund.
- C. All officials are to fully cooperate with the Commissioner and Assignor, by notifying him/her as soon as possible prior to any date the official is unable to work.
- D. The Commissioner or Assignor must approve substitutions or changes in assignments.
- E. OSAA tournament and playoff assignments shall be made by the Commissioner and Assignor. The Commissioner and Assignor may solicit input from area schools and COSOA members.
- F. The Commissioner will determine and select members that are in good standing, to represent our COSOA for State Championship assignments.

### **Policy 6 – Mileage or Travel Status**

- A. When mileage is paid, compensation for travel will be based upon an agreement with COSOA and the governing soccer organization (usually OSAA). This will be presented to the COSOA membership at each membership year's first general meeting.

### **Policy 7 – Attendance Enforcement**

- A. A five-dollar (\$5.00) fine will be assessed on an unexcused absence of a regular meeting of the season. This fine will be deposited into the COSOA general fund and collected per Article 7.D.4.

### **Policy 8 – Complaints, Problems & Suggestions**

- A. An official with a grievance, complaint, issue, problem or suggestion; should first contact or meet with his/her Area Representative.
- B. Officials may also take their grievance, complaint, issue, problem or suggestion to the Executive Committee / Board for resolution and/or implementation.
- C. If an official has a concern about the conduct and/or performance of an official, coach or fan, that official should report this to the commissioner or assignor; and not contact the individual official, coach or fan.

### **Policy 9 – Dues**

- A. Annual dues for all adult members of the Association shall be determined by the Executive Committee / Board.
- B. Annual dues shall be collected by the treasurer per Article 5.
- C. Dues are used to cover COSOA expenses.
- D. Student Discount: COSOA may forgive part, or all, COSOA annual dues for students.

### **Policy 10 – Expenses**

- A. COSOA Dues and Fees for operating expenses are automatically deducted from each referee's wages. These dues/fees cover the expenses incurred by the Association, such as meeting room fees, food for events or recruiting purposes, mentoring, accounting and bookkeeping expenses and any other expenses approved by the Executive Committee / Board.

### **Policy 11 – Transfer Officials**

- A. It is the responsibility of the entering official to provide a letter/email or written transcript to the Commissioner, verifying his or her prior certifications and experience.
- B. Each entering OSAA official shall work a minimum of two (2) JV games, evaluated by the Executive Committee / Board or its designee, before being assigned to a varsity level game.
- C. Any OSAA official transferring mid-season from another association into COSOA, may not be eligible for an OSAA Championship match assignment.
- D. Transfer officials may be assessed pro-rated dues, based on the proportion of the season that they were active in COSOA.

### **Policy 12 – Changes**

- A. These Policies may be repealed, diminished, modified or added to at any meeting of the membership by the affirmative vote of two-thirds (2/3) majority of the members present.
- B. Final interpretation of any article or section of these bylaws shall rest with the Board.

### **Policy 13 – Elections and Voting**

- A. Elections shall be conducted by written ballot, unless otherwise authorized by the Board.
- B. All COSOA members are eligible to vote for each position on the Board.
- C. Email, text or absentee votes may be accepted if the COSOA is conducting an electronic vote or ballot.

## **Policy 14 – Youth OSAA Officials**

The COSOA may use officials under the age of 18 with permission from the OSAA Executive Director. The OSAA will depend on the commissioner's professional judgment regarding the skill and maturity level of the underage official.

- A. Youth officials, with prior approval, must meet the following certification criteria:
  - 1. The youth official must satisfy the same certification requirements as all other officials.
  - 2. Youth officials will not be screened for criminal conviction history.
  - 3. Youth officials shall not be assigned to any OSAA sanctioned contest, at any level, in which the official attends the school of one of the participating teams.
- B. Assignments of youth officials must also conform to the following guidelines:
  - 1. A varsity level contest serviced by the diagonal system of control (center referee and two assistant referees) may have up to one youth assistant referee.
  - 2. A sub-varsity contest serviced by the diagonal system of control may have multiple youth officials assigned. An underage youth center referee may be assigned at the sub-varsity level if at least one experienced, non-youth assistant referee is also assigned to the match.
  - 3. A youth official can be assigned to a contest serviced by the dual system of control if the head referee is an experienced, non-youth official.
  - 4. A youth official cannot be used in an emergency to work a solo assignment at any level.



## **Policy 15 – Mentor Program**

- A. Goals and Objectives: The Mentor Program is designed to assist new OSAA officials in improving as soccer officials and help with retention of those officials as they feel a sense of belonging and connection to the COSOA. The program can also be extended into non-OSAA (e.g. USSF) events on an informal basis.
- B. Format and Procedures:
1. The President will act as Mentor Program Coordinator and will be solely responsible for the Program by overseeing its implementation and administration. The President and/or the Board may delegate a Committee to run and administer the program.
  2. The President will connect mentors and mentees at pre-season COSOA meetings.
  3. The Commissioner will attempt to assign mentor/mentees together early in the season.
  4. The Mentor will contact the Mentee before the season and set goals and coordinate a schedule.
  5. Mentors/Mentees should connect either by phone call, email, or text at least regularly during the season.
  6. Mentors should attend contests the mentee is officiating and visit with them after the game(s) on game situations and their goals.
  7. If possible, the mentor/mentee should observe a match together for a Q & A.
  8. Fill out the digital online evaluation form for the mentee and commissioner after the observation.
  9. Special attention should be paid to the improvement upon the goals listed early in the season.
  10. The mentor should meet at the end of the season to assess goals.
- C. Mentor Qualifications and Responsibilities:
1. Certified or past USSF assessor;
  2. Maintain knowledge and application of rules;
  3. Show respect and sensitivity to newer officials;
  4. Maintain a high level of professionalism;
  5. Be an active listener;
  6. Be an honest and clear communicator;
  7. Have willingness to work lower level games;
  8. Set realistic goals.

D. Mentee Qualifications and Responsibilities:

1. Required for all 1st year OSAA officials;
2. Be receptive to input from their Mentor;
3. Make effort to participate in the format activities;
4. Obtain a basic knowledge of the rules;
5. Required attendance and participation in the pre-season high school jamboree;
6. Mentees are encouraged to attend games during the season that their mentor has been assigned for observation. They should be included in pregame and postgame discussions;
7. The Mentor and Mentee should set two or three goals for the season. These goals should be documented and sent to the mentor program coordinator.

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