

**Northwest Sound Youth Soccer Association
&
Kitsap Peninsula Soccer Referees Association**

Agreement of Understanding

August 1, 2024 through July 31, 2027

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XV. AGREEMENT

I. PURPOSE

This document serves as a written agreement of understanding for the combined parties identified within concerning sanctioned Washington Youth Soccer matches. This document will not cover any US Club matches unless sanctioned specifically by Washington Youth Soccer (WYS) and/or Northwest Sound Youth Soccer Association (NSYSA) and/or its member clubs.

The Governing Organization for this agreement, which governs all the member clubs representing sanctioned Washington Youth Soccer matches for their individual areas.

Those area youth organizations associated with and comprising of the voting members of NSYSA include:

- Bainbridge Island Youth Soccer Club (BIYSC)
- Bremerton Soccer Club (BSC)
- Central Kitsap Soccer Club (CKSC)
- Jefferson County Soccer Club (JCSC)
- Kitsap Alliance Football Club (KAFC)
- North Kitsap Soccer Club (NKSC)
- North Mason Youth Soccer Club (NMYSC)
- South Kitsap Soccer Club (SKSC)
- Tracyton Soccer Club (TSC)

For purposes of this document, all reference to the governing organization, NSYSA, will also include the member organizations ("Clubs") noted above.

Kitsap Peninsula Soccer Referees Association (KPSRA) serves as the area soccer referee organization and provides primary referee services to the NSYSA community.

II. SCHEDULES

A. DELIVERY DATE TO KPSRA

1. The NSYSA Scheduler will provide all recreational team schedules for all Clubs to the KPSRA Assignor & Vice President. The NSYSA Scheduler will manage all changes to these schedules and transmit requests changes to KPSRA Assignor.
2. All other Club Premier and Select Team schedules will be provided by the designated Club individual ("Club Scheduler") to the KPSRA Assignor & Vice President. The Club Scheduler will manage all changes to these schedules and transmit to KPSRA Assignor & Vice President.
3. No later than thirty (30) days prior to the first scheduled game, the clubs will provide the KPSRA assignor and Vice President their team lists including team name, level of competition, age group (U9, U10, etc.), gender, and club contacts.
4. Depending on the type of schedule either NSYSA Scheduler or the Club Scheduler agree to deliver to KPSRA weeks one (1) through four (4) of the schedule(s) a minimum of 10 days prior to the first scheduled match of the season. Week five (5) and beyond of the current season will be delivered by week four (4) (no later than 28 days after the first scheduled match).
5. In the event that any of the affiliated leagues (e.g. North Puget Sound League (NPSL) and Regional Club League (RCL), etc.) outside of NSYSA does not provide their schedule(s) to NSYSA Scheduler or Club

Scheduler prior to the ten (10) day deadline, or if NSYSA cannot provide its entire season schedule at one time, NSYSA Scheduler or Club Scheduler will provide the portion of the schedule it has to the KPSRA Assignor and Vice President within the time frames of this agreement.

6. Schedule additions will be provided to KPSRA Assignor and Vice President as necessary as soon as they are received and scheduled by NSYSA to complete the season schedule.
7. For all matches scheduled after the minimum deadline date, KPSRA will attempt to provide coverage with minimum impact to already scheduled matches and existing referee assignments.
8. The NSYSA President reserves the right to withhold/withdraw those matches from KPSRA assigning when a member club feels that KPSRA referee coverage causes a financial burden to their organization.
9. NSYSA agrees to strive to schedule their matches in a manner that provided the best pairing of matches based on competition levels, game durations, and referee team compositions, to better support a common desire to service all venues with full referee team assignments.

B. SCHEDULING OF TOURNAMENTS, QUARTER/SEMI FINAL OR NEUTRAL FIELD STATE TOURNAMENT MATCHES

1. NSYSA Scheduler or Club Scheduler agrees to notify KPSRA Assignor & Vice President should any other than “regular season” types of matches become known to NSYSA.
2. NSYSA Scheduler or Club Scheduler further agrees to provide schedules for these events approximately two (2) weeks prior to the start of the event and as specified in Section II.C.
3. KPSRA reserves the right to be the assigning agency of all events held within the geographical boundaries of the associations of NSYSA and not assigned at the state level. Examples of such occurrences are:
 - a) Region IV Cup play
 - b) Any state approved/sanctioned events.

C. SCHEDULE FORMAT

NSYSA Scheduler or Club Scheduler agrees to deliver all schedules in the format required for use on the KPSRA Arbiter website which will be posted by the KPSRA Assignor. These schedules will be provided as specified in Section II.A of this agreement.

D. DELIVERY TO KPSRA

NSYSA Scheduler or Club Scheduler-agrees to deliver schedules to the KPSRA Assignor & Vice President

E. CLUB SCHEDULING

NSYSA agrees to schedule matches as follows:

1. Game duration and time allocated between matches.

- a) NSYSA agrees to schedule league matches as indicated in the chart below. KPSRA recognizes that scheduling during the latter fall months may require modification to this understanding. But best efforts to match pairing and field utilization will mitigate the impact to the time allowed between games.

AGE GROUP	TIME PER HALF *	TIME BETWEEN HALVES	TOTAL TIME ALLOTTED
Comp U9-U10	25 min	5 min	1 hr. 15 min
U11-U12	30 min	5 min	1 hr. 30 min
U13-U14	35 min	5 min	1 hr. 45min
U15-U16	40 min	5 min	2 hr. 00 min
U17-U19	45 min	5 min	2 hr. 00 min

*These are the youth regulation match lengths. Match lengths for tournament play may be modified (shortened) based upon the rules of the tournament.

*If a hydration break is requested by both coaches before the start of the match or the referee determines a break is needed, the break will be included in the Time Per Half. There will be no added minutes to the match - approximately 2-minute breaks.

2. Grouping of age groups and competitive levels.

- a) NSYSA Scheduler agrees to Attempt to schedule matches to best maximize potential referee assignments.
 - b) Consideration will be given to competitive levels, match duration and referee team requirements.
3. Starting Times: Match start times shall be in accordance with the league rules for the match as specified by the competition authority for that particular match.

F. REFEREES RESPONSIBILITIES

Referees are to check the KPSRA Arbiter website for confirmation of match time and location at least 24 hours prior to their first match scheduled start time.

G. SCHEDULE CHANGES

NSYSA Scheduler and/or Club Schedulers agree to perform and deliver any schedule changes to KPSRA Assignor & Vice President as follows:

1. General:

- a) The NSYSA Scheduler and Club Schedulers agree to keep schedule modifications to a minimum and to give due consideration to match pairings and referee team assignments when making changes to the posted schedule(s).

- b) KPSRA understands that schedule modifications will occur for many varied reasons and will strive to do its best to provide coverage to all scheduled matches covered by this agreement.

2. Assessments/penalties for schedule changes:

- a) If a change request occurs within 24 hours of the original match date and time, or the requested date, the applicable member club will be assessed the normal fees for those officials already assigned to the original match. The fee for the original match officials may be waived by the KPSRA President or the Vice President in the absence of the President, at their discretion, if the change involves a location and/or time change which does not detrimentally impact the assigned official's ability to still officiate the match.
- b) No penalties will be assessed to member clubs by KPSRA for match cancellation due to weather conditions or field closure by the owner.
- c) If the referee decides that the match field is not safe to play on when no notice has been given, the applicable member club will be charged for the referee(s) assigned to the match and no additional fee will be assessed.

3. Change Implementation:

- a) The NSYSA Scheduler and Club Schedulers will notify KPSRA Assignor & Vice President regarding any reschedule or change that occurs so that KPSRA can modify their own system of such changes.
- b) If a particular change/modification to the schedule requires a new record to be created on the KPSRA Arbiter Website, the NSYSA Scheduler and Club Schedulers will provide a new upload file to the KPSRA Assignor & Vice President in the same format/manner as the original schedule.
- c) The KPSRA Assignor or Vice President agrees to upload all additional match records to incorporate all schedule change/modifications as soon as possible but no less the 24 hours after notification and ensure the change(s) is reflected on the KPSRA Arbiter website.

4. Change acknowledgement:

- a) All changes delivered to KPSRA by the NSYSA Scheduler and Club Schedulers in accordance with Section II.G.3 above will be acknowledged in writing within 24 hours after the changes are uploaded to the KPSRA website via email by the KPSRA Assignor or Vice President.

III. LEAGUE RULES

The NSYSA Director of Recreational Soccer agrees to make the applicable league rules for that year available to KPSRA via the NSYSA website a minimum of four (4) weeks before the start of the Fall Youth soccer season. IN addition, any rules updates from Washington Youth Soccer will be provided upon receipt.

NSYSA will notify KPSRA President, Vice President and Assignor when these rules have been posted on their site.

IV. INFORMATION SHARING OF MATCHES

1. NSYSA and KPSRA agree to provide a means of sharing match report data from their respective websites in which referees and/or coaches submit comments concerning officials, teams, coaches or spectators. This exchange is meant to facilitate communications between the two organizations and does not take the place of Section IV.A.2 and 3 below NSYSA through the Director of Recreational Soccer and the Director of Competitive Soccer agrees to pass all written comments / concerns (positive or negative) to the KPSRA President and Vice President concerning an official or team performance within two (2) days of the match.
2. The KPSRA President or the Vice President (when the President is not available), agrees to answer any written comments submitted as specified within Section IV.A.2 in writing within two (2) days notifying NSYSA Director of Recreational Soccer and/or the Director of Competitive Soccer when an investigation is scheduled to start. The investigation should be completed within one (1) week of receipt of the report from NSYSA. At the conclusion of the investigation, the findings will be submitted in writing to the NSYSA Director of Recreational Soccer and Director of Competitive Soccer.
3. The President and/or Vice President of KPSRA agrees to pass on and respond to all written comments/concerns (positive or negative) to the NSYSA Director of Recreational Soccer and/or the Director of Competitive Soccer concerning field conditions, or the conduct of players, coaches, and parents, which are not already being administered via the misconduct reporting process, within two (2) days of the match. These comments are to be delivered in writing to the NSYSA Director of Recreational Soccer and Director of Competitive Soccer. NSYSA and KPSRA agree to come together on matters of concern involving individual referees, coaches, players, or parents. Resolution of such matters may involve collective observation of the individual or group in a game situation as deemed appropriate by the NSYSA Director of Recreational Soccer, Director of Competitive Soccer, and the KPSRA President and/or Vice President
4. KPSRA Arbiter website administrator will provide Arbiter website view privileges to member club representatives upon request.

V. MATCH COVERAGE

A. MATCH COVERAGE CRITERIA

KPSRA agrees to assign all properly scheduled matches U11 and above as follows:

	U9-U10	U11-12	U13-14	U15-16	U17-19
Competitive <i>1 Div 1&2</i>	1 licensed center referee required	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees required
Competitive 2 <i>Div 3 and lower</i>	1 licensed center referee required	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees required
Recreational	N/A	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees preferred	1 licensed center referee and 2 licensed assistant referees preferred

Note – The expectation is that, in any specific area that has sufficient referee assets, KPSRA will provide full crew coverage for all matches.

B. REFEREE CREW ASSIGNMENTS

Although KPSRA agrees that the match is best served with full referee crews, it is recognized that referee resources and schedule conflicts do not always allow for this eventuality.

VI. MATCH REPORTING

A. KPSRA MATCH REPORTS

1. KPSRA agrees the assigned center official, via the KPSRA Arbiter website, will submit match reports no later than Sunday at midnight for weekend matches. Weekday match reports must be submitted within 24 hours of match completion
2. The match reports from center officials will include any comments deemed appropriate concerning the behavior of any team official(s) (coach/assistant/etc.), player(s) and or spectator(s).

B. DISCIPLINARY NOTIFICATION:

1. All weekend match reports (game, misconduct, supplemental, etc.) must be received by NSYSA Director of Recreational Soccer by Tuesday at 5:00pm All weekday match reports will be forwarded to the Director of Recreational Soccer no later than three (3) days, after the day of the match, at 5:00 pm
2. KPSRA will provide one representative at the request of the NSYSA Director of Disciplinary Committee to serve as a voting member of the NSYSA disciplinary committee.
3. The NSYSA Director of the Disciplinary Committee agrees to provide comments for any misconduct report that is denied by providing feedback and understanding to the KPSRA referee Assignor, President, and Vice President. This tool allows KPSRA a better understanding of what is correct in the matter of issuing and reporting misconducts.

KPSRA agrees to use the supplementary report process for all matters outside the scope of misconduct which occurred during the match and/or to supplement the disciplinary process to the appropriate authority

C. SUSPENDED OR TERMINATED MATCHES:

1. The KPSRA President or his designated representative, will notify the NSYSA Director of Recreational Soccer and Director of Competitive Soccer and the NSYSA Scheduler of any matches suspended by a KPSRA referee within 24 hours of the scheduled match start time.
2. Referees have a duty to determine if the condition of the field of play or its surrounds or the weather conditions are safe to allow or not to allow a match to take place or to continue. KPSRA referees are empowered to decide to officially start or stop a match for the safety of the players, for infringement of the Laws such as excessive red cards or outside interference or should weather or field conditions require that action. (NSYSA will decide if a match is suspended or terminated as noted below.)
3. The NSYSA Director of Recreational Soccer and Director of Competitive Soccer will make the final determination as to whether the match is "Forfeited" and awarded, "Terminated" and final, or "Suspended" and a replay/continued play, warranted within 24 hours of receiving the KPSRA match suspension notification.

D. ROSTER SHEETS:

1. Team rosters are required for all NSYSA matches.
2. The following is expected for all matches:
 - a) At least ten (10) minutes prior to the start of the match, the coaches will present to the KPSRA referee(s) present Washington Youth Soccer (WYS) rosters (3 paper copies) and league specific player documentation:
 - **RCL:** Printed rosters with pictures or rosters with laminated player cards or digital player cards
 - **NPSL:** Laminated player cards with roster
 - **WPL:** Laminated player cards with roster
 - **Recreational:** Roster

Rosters must include the following:

Match #

- League the teams play within
 - Team names
 - Team ID #'s
 - Coaches' names
 - Player names and numbers.
- b) Failure to provide a preprinted match roster and United States Youth Soccer (USYS) player documentation (when required) will be addressed as follows: The team with the roster must agree to play the match and the team without the roster must handwrite and sign a roster before the match can commence.
 - c) A KPSRA official assigned to the match will verify the rosters and USYS required player documentation provided prior to commencement of the match.
3. For all levels of competition only rostered personnel may occupy places in the technical area of the team benches.

VII. TRAINING

A. KPSRA MEETINGS:

The KPSRA Secretary agrees to notify NSYSA Executive Board seven (7) days prior to all KPSRA membership meetings.

B. REFEREE RECRUITMENT AND RETENTION:

1. Recruitment and retention are of primary concern for both NSYSA and KPSRA. NSYSA agrees with its member clubs that it should promote a minimum of three (3) referee clinics a year within their geographical area.
2. Member clubs are expected to actively recruit individuals from their areas to help fill the need for officials.
3. NSYSA and Member Clubs will put in place plans to achieve a minimum of two (2) volunteer soccer officials from every youth soccer team.

- The curriculum at sponsored clinics will be in accordance with USSF for the applicable referee clinic (entry level, advanced, etc.). Such clinics will be coordinated with KPSRA and the Washington State Soccer Referee Committee (WASRC) to provide USSF licensed instructors. NSYSA may contact KPSRA to arrange a clinic in addition to the required three (3) annual clinics. At least four (4) weeks' notice of the date of the clinic will be given to allow enough time for students to complete the prerequisite training and to coordinate the assignment of USSF licensed instructors.

VIII. REFEREE FEES

A. FEE SCHEDULE:

- NSYSA and KPSRA agree to the referee fee schedule. This Fee Schedule will be adjusted in June of each year. KPSRA will inform Clubs in August of the rate change that will take effect the following season. For example, notice received in August of 2024 will take effect in June 2025 for the 2025-2026 season. This adjustment will be based upon the December Seattle Consumer Price Index (CPI) which is published in February each year. The fee schedule will not begin adjustment until August 2024. The KPSRA President will notify NSYSA President in writing of the planned adjustment.

				Match Length x Rate		Center Fee x AR Multiplier
League	Age	Match Length	Rate	Center Fee	AR Multiplier	AR Fee
Recreation	U11-U12	60	0.54	\$ 40.20	0.6	\$ 24.12
Recreation	U13-U14	70	0.54	\$ 46.90	0.6	\$ 28.14
Recreation	U15-U16	80	0.58	\$ 58.40	0.6	\$ 35.04
Recreation	U17-U19	90	0.58	\$ 65.70	0.6	\$ 39.42
Comp 2	U9-U10	50	0.62	\$ 38.50		
Comp 2	U11-U12	60	0.58	\$ 43.80	0.7	\$ 30.66
Comp 2	U13-U14	70	0.58	\$ 51.10	0.7	\$35.77
Comp 2	U15-U16	80	0.62	\$ 61.60	0.7	\$43.12
Comp 2	U17-U19	90	0.62	\$ 69.30	0.7	\$48.51
Comp 1	U9-U10	50	0.62	\$ 38.50	0.7	\$26.95
Comp 1	U11-U12	60	0.62	\$46.20	0.7	\$32.34
Comp 1	U13-U14	70	0.62	\$53.90	0.7	\$37.73
Comp 1	U15-U16	80	0.66	\$64.80	0.7	\$45.36
Comp 1	U17-U19	90	0.66	\$72.90	0.7	\$51.03

B. FEES – ADMINISTRATIVE

NSYSA agrees to pay an administrative billing fee of 8.5% per game per home team. The fee applies to all matches where a KPSRA **assigned** referee(s) officiated the match.

C. FEES – BILLING

1. For the purposes of determining the billing, there will be three separate seasons for NSYSA soccer. They are Fall, Winter and Spring. NSYSA Member Clubs agree to pay to KPSRA the amount of the previous season's referee billing as applicable **at least two (2) weeks** prior to the first game for that season (Initial Season Payment).
2. After at least each month of play during each Fall/Winter/Spring season as applicable, KPSRA will invoice each NSYSA member Clubs bound by this agreement via a deduction from their Initial Season Payment for each match covered for that **month**. The KPSRA treasurer will provide a monthly itemized statement to each Club's representative.
3. When the entire Club schedule for each season is known, KPSRA will determine if the NSYSA Club's future scheduled matches will exceed the original Initial Season Payment deposit amount. In the next invoice, KPSRA can bill, IN ADVANCE, the projected amount to the NSYSA Club to ensure the necessary deposit will cover the future payment of referees in that season (Coverage Deposit).
4. The monthly statement will show the beginning amount paid for the season, the current billing charges, and amount remaining in each club's account after the billing charges.
5. All invoicing, to each NSYSA Member Club, will be generated in Arbiter and emailed to the Club's President and Treasurer or two (2) designees assigned by the Club. In addition, a copy must be sent to the President of NSYSA. Every June an account reconciliation will be provided by the KPSRA treasurer to Clubs' designated representatives to determine disposition (payment due, refund, or carryover).

D. PAYMENT

- a) NSYSA member Clubs bound by this agreement agree to pay all invoices.
- b) Initial Season Payment by the NSYSA Clubs must be received two (2) Weeks days prior to the first scheduled match. The Coverage Deposit will be due to KPSRA, at least two (2) weeks from the invoice date. If payments are not received by this deadline, all future KPSRA referee support will be cancelled. Once payment has been received and deposited, KPSRA will reactivate referee support for those Club's home matches.

E. PROTESTED MATCH

If a match protest is upheld due to referee misapplication of rule(s) resulting in a match being replayed, the referee fees for that re-match will be the responsibility of KPSRA.

IX. ASSIGNORS

A. KPSRA ASSIGNORS

1. KPSRA agrees that match assignors used by KPSRA will be licensed through USSF and hold a current USSF assignor license.

2. NSYSA agrees that KPSRA's match assignors may solicit licensed referees from other referee chapters as necessary to ensure coverage of all matches within the association that could not be covered/assigned using only licensed USSF registered officials within KPSRA.

X. ASSIGNING

A. ASSIGNING OF OFFICIALS TO KPSRA COVERED MATCHES

1. KPSRA assignors shall monitor and review all games placed on the KPSRA website.
2. A module is available within this website which enables the control of assigning and requesting assigning of the match. KPSRA will utilize this module to support the best possible pairing of referees. While, at the same time, preventing the opportunity for the same referee to see teams more frequently is reasonable during a season.
3. For all Competitive 1 or Competitive 2 matches, KPSRA will provide manual modifications to assignments that do not meet the expected assigning criteria. Assigning of referees may be filled via self-assignment but must be monitored by the assignor to ensure such assignments are proper for the level of match being played.
4. Recreational matches shall be self-assigned and monitored by the KPSRA assignor to ensure such assignments are proper for the level of match being played.

XI. SETTLEMENT OF PROBLEMS NOT ADDRESSED BY THIS AGREEMENT

1. NSYSA and KPSRA agree that in the event of a question or disagreement regarding their relationships and/or this agreement, it will be settled by the NSYSA President and KPSRA President or their designated representatives
2. A module is available within this website which enables the control of assigning and requesting assigning of the match. KPSRA will utilize this module to support the best possible pairing of referees. While, at the same time, preventing the opportunity for the same referee to see teams more frequently is reasonable during a season.
3. If an agreement cannot be reached – it is possible for a member club to withdraw from this agreement without penalty provided that all fees due have been paid.

XII. DURATION

This agreement is binding from 01 August 2024 through 31 July 2027. Any changes due to policy changes will be settled under terms specified in Section XI above. Extension of this agreement may be approved through mutual approval and signature of NSYSA and KPSRA.

XIII. ENFORCEMENT

This agreement is in force from 01 August 2024 through 31 July 2024. Annual fee changes go into effect on the first day of August starting with August 2025 in accordance with Section VIII. A. Any changes due to policy changes will be settled under terms specified in Section XI above. Extension of this agreement may be approved through mutual approval and signature of NSYSA and KPSRA.

XIII. LABOR & INDUSTRY (L&I)

NSYSA stipulates that all applicable Labor and Industry (L&I) fees will be paid directly to the state of Washington by KPSRA for all sanctioned WYS matches they provide/pay officials for. KPSRA collects the applicable L&I expenses from the referees to cover these L & I costs.

XIV. AGREEMENT

By signing this document, each party represents and agrees that this document represents the final agreement between parties with respect to the subject matter hereof.

Northwest Sound Youth Soccer Association President

Date

Kitsap Peninsula Soccer Referees Association President

Date
