



AYSO AREA 1-C

Referee Assessment and Certification Policy and Procedures



March 30, 2011

Area 1-C has a long history of providing quality referees that are trained and certified through the AYSO National Referee Program. We are committed to providing ongoing training to all volunteer referees so that players in all divisions have a safe, fair, fun soccer experience. In order to maintain consistency at all levels of officiating within Area 1-C, the following policies and procedures will be utilized for all upgrades to the Intermediate and Advanced Referee level of Certification. For upgrade to National Referee, please refer to the AYSO Section One National Referee Assessment and Certification Policy and Procedures.

Intermediate Referee Observation:

The observation and the observation debriefing will be conducted in accordance with the current National Referee Program Guidelines.

Step 1: A referee that has the desire to upgrade to the Intermediate Referee level must contact the Regional Referee Administrator (RRA) or Regional Director of Referee Assessment (RDA) of his/her home Region requesting an observation.

Step 2: The RRA or RDA will schedule the match and an Assessor or Mentor/Advisor to conduct the observation. The RRA or RDA will try to engage an Assessor Candidate to conduct the observation to fulfill the Assessor Candidate's minimum requirement of five (5) observations for Referee Assessor Certification.

Step 3: The Intermediate Candidate is responsible for bringing the appropriate certification forms to the observation that are necessary to record the observation results. Once the Intermediate Candidate has been observed and debriefed, the referee has met the observation requirement for upgrade to Intermediate Referee. The Assessor or Mentor/Advisor will sign and date AYSO Application for Referee Certification.

Step 4: When the candidate has met all of the requirements for upgrade to Intermediate Referee, the candidate must sign and date the application and must have the Area Director of Referee Assessment (ADA) or Area Referee Administrator (ARA) verify and sign the application.

Step 5: The signed and fully documented Application for Referee Certification must be sent to the ADA for record keeping and processing. It is the Intermediate Candidate's responsibility to make sure the signed and fully documented application gets to the ADA.

Step 6: The ADA will sign and/or verify the application. The RRA, RDA, and the referee will be sent copies of the signed application for their records. The ADA will then submit the application to National for processing. It is the responsibility of the ADA to forward the completed application to National. Within a few weeks the referee should receive his/her Intermediate Referee Badge in the mail. If it has been over three weeks, please contact the ADA to inquire on the status.

Advanced Referee Assessment:

An Advanced Referee candidate must obtain two formal assessments prior to upgrade. One assessment shall be as a Referee and the other as an Assistant Referee. The process for each of these is identical.

Prior to getting a formal Advanced Assessment, it is highly recommended that the Advanced Referee Candidate obtain one or more friendly mentoring/service assessments. The experience and education of these service assessments helps prepare the candidate and has shown to significantly improve the formal assessment experience.

It is also recommended that the Advanced Referee Candidate complete the Advanced Referee course, pass the written exam, pass the physical fitness test, and have the appropriate cumulative matches as a referee and assistant referee. Although this is not mandatory, prior completion of these requirements greatly improves the chances of the candidate being recommended for upgrade to Advanced Referee during the assessment process. Furthermore, following this recommended sequence will allow the assessment process to build on the experience of the other requirements.

The assessment and the assessment debriefing will be conducted in accordance with the current National Referee Program Guidelines.

Step 1: A referee that has the desire to upgrade to the Advanced Referee level must contact the Regional Referee Administrator (RRA) or Regional Director of Referee Assessment (RDA) of his/her home Region to request each upgrade assessment.

Step 2: The Regional Referee Staff will assist the candidate with coordinating at least one match of the appropriate age group and length; two potential matches will increase the chances of obtaining an assessor. The RRA or RDA will email the date, time and field of the match along with the candidates name, phone number, email and region to the Area Director of Referee Assessment (ADA) for approval. Two week prior notice of the match date is recommended to give time to assign an available assessor. Less than two week prior notice will compromise the chances of obtaining an assessor.

Step 3: The ADA will schedule an assessor from outside the Advanced Referee Candidate's home region for the match and provide the above information to the assessor. The assessor will then contact the candidate for all other information on the match. It is

the responsibility of the Advanced Referee Candidate to bring his/her AYSO Application for Referee Certification to the assessment. Each of the candidate's assessments (Referee and Assistant Referee) must be performed by a different assessor. If the candidate is recommended for further observation, the candidate may have the same assessor used for another assessment on the same position. The candidate may also choose to have a different assessor perform the next assessment on the same position.

Step 4: After the assessment and assessment debriefing, the assessor will send a report of the assessment to the RRA, RDA, and ADA. The report shall include the candidate's information, a summary of the assessment, and if the candidate was recommended for further observation or recommended for upgrade. The summary should include the three areas handled well and the three areas that need improving. This will help the Regional Referee Staff with the mentoring of the candidate.

Step 5: When the candidate has met all of the requirements for upgrade to Advanced Referee, the candidate will sign and date the application and must have the Area Referee Administrator (ARA) or ADA verify and sign the application.

Step 6: The signed and fully documented Application for Referee Certification must be sent to the ADA for record keeping and processing. It is the Advanced Referee Candidate's responsibility to make sure the signed and fully documented application gets to the ADA.

Step 7: The ADA will sign and/or verify the application. The RRA, RDA, and the referee will be sent copies of the signed application for their records. The ADA will then submit the application to National for processing. It is the responsibility of the ADA to submit the completed application to National. Within a few weeks the referee should receive his/her Advanced Referee Badge in the mail. If it has been over three weeks, please contact the ADA to inquire on the status.

The AYSO Area 1-C Referee Assessment and Certification Policy and Procedures may be amended at anytime to stay current with National Guidelines and the needs of Area 1-C. Every effort will be made to inform the Area volunteers of any and all changes. If you have any questions pertaining to this document or assessments in general, please contact the Area 1-C Director of Referee Assessment at refassessment@ayso1c.org