



Regional Referee Administrator Manual



The AYSO National Office
TEL: (800) 872-2976
FAX: (310) 525-1155
www.ayso.org

All rights reserved. © 2015 American Youth Soccer Organization

Reproduction in whole or in part is encouraged provided no changes are made to content and the “2015 Regional Referee Administrator Manual” is referenced.



everyone plays®





INTRODUCTION	5
AYSO VISION & MISSION	6
SOME SURPRISING STATISTICS	7
WELL YOU “VOLUNTEERED”, NOW WHAT?	8
RRA Summarized Duties and Responsibilities	8
What needs to be done before the start of the season?	8
IDENTIFYING RESOURCES	10
People Who Can Help	10
Where to Get More Information	10
Useful Websites	12
Fix It Before It Breaks	13
Appoint Key Staff and Delegate!	13
GETTING ORGANIZED	14
Develop a Communication Plan	14
Understand and Support AYSO National Programs	15
Develop a Calendar of Events	16
Develop a Time and Task Deadline Calendar	17
RECRUITING VOLUNTEER REFEREES	19
Where Do We Get New Referees?	19
Note about refereeing U-5 through U-8 games:	19
How Do We Get New Referees?	19
TRAINING NEW AND ESTABLISHED REFEREES	21
AYSO Referee Training Plans	21
Self-Contained Teaching Plans	21
Training	23
Training Course Objectives	24
SCHEDULING REFEREES	25



Step 1: Identify your Local Requirements	25
Step 2: Develop a Plan	26
Step 3: Schedule the Referees	30
Step 4: Publish the Schedule	37
Step 5: Maintain the Schedule	37
RETAINING REFEREES	39
Motivating Factors	39
Don't forget to keep what you have	39
Motivational incentives	40
Be visible and positive	40
Kids Zone, the AYSO Team and Problems Outside the Touchline	40
DEVELOPING A BUDGET	41
What are the referee budget needs?	41
Training	41
Regional Referee Meetings	42
Staff Development	42
Making the Budget Work	42
Out of Pocket Expenses	42
Purchase Approval	43
AYSO Supply Center	43
AYSO Reimbursement Request Form	43
Regional Referee Program Annual Budget	44
SUMMARY	47
NOTES	48



Introduction

This manual assists the Regional Referee Administrator (RRA) and the Regional referee staff to administer the AYSO National Referee Program at the Regional level. Specifically, the focus of this manual is to provide RRAs with the tools needed to successfully run and manage the local Regional referee program.

Please note: The “AYSO National Referee Program” manual is an additional resource used to manage the Regional referee program and is considered to be a “must-have” companion to this manual. It may be found at www.aysotraining.org.



AYSO Vision & Mission

The American Youth Soccer Organization was established in 1964 with the dream to bring soccer to American children. AYSO continues to be the leader in providing quality youth soccer programs.

AYSO Vision

To provide world-class youth soccer programs that enrich children's lives.

AYSO Mission

To develop and deliver quality youth soccer programs in a fun, family environment based on the AYSO philosophies:

Everyone Plays

Our goal is for kids to play soccer—so we mandate that every player on every team must play at least half of every game.

Balanced Teams

Each year we form new teams as evenly balanced as possible—because it is fair and more fun when teams of equal ability play.

Open Registration

Our program is open to all children between 4 and 18 years of age who want to register and play soccer. Interest and enthusiasm are the only criteria for playing.

Positive Coaching

Encouragement of player effort provides for greater enjoyment by the players and ultimately leads to better-skilled and better-motivated players.

Good Sportsmanship

We strive to create a safe, fair, fun and positive environment based on mutual respect, rather than a win-at-all-costs attitude, and our program is designed to instill good sportsmanship in every facet of AYSO.

Player Development

We believe that all players should be able to develop their soccer skills and knowledge to the best of their abilities, both individually and as members of a team, in order to maximize their enjoyment of the game.



Some Surprising Statistics

Every two years, The Josephson Institute of Ethics, conducts a comprehensive survey of high school students from across the country. This survey, called the **Report Card on the Ethics of American Youth**, measures their self-reported values, attitudes, and behavior.

In a survey of 4,200 high school student-athletes, the report concluded sports does teach positive values and build character, but in many cases young athletes – especially males – learn to cheat, engage in improper gamesmanship, and indulge in excessive violence. The survey reveals that coaches and parents simply aren't doing enough to ensure that the experience is a positive one.

For detailed results visit their web site at charactercounts.org.

- According to the survey, questions designed to measure attitudes and behaviors, approximately half of the boys, and a third of the girls surveyed see nothing wrong with behaviors such as cheating, using racial slurs, faking injuries, arguing with referees or resorting to violence, if it will help to win the game.
- 56% of the boys and 45% of the girls further felt that cheating is required to succeed in the “real world”.
- 68% of both boys and girls surveyed admitted to cheating on tests in school.
- 72% of both the boys and girls surveyed would still rather get playing time on a losing team than sit on the bench of a winning team.
- The pressure to succeed/win for many is taking precedent over integrity, honesty, fairness and sporting behavior.

The California Parks and Recreation Association also conducted an online survey and asked the question, “What is the biggest problem in youth sports today?” The following were the choices selected in order of the most to least frequent responses

- Out of control parents/spectators 48.0%
- Win-at-all-cost coaches 30.6%
- Poorly run leagues 10.5%
- Poor sportsmanship by kids 7.0%
- Inexperienced officials 2.6%

The behavior we model as adults ultimately becomes the behavior and attitudes youth adopt. Our behavior as referees, coaches, spectators and league officials will have lasting effect on the character of the young players who watch and emulate us.

Remember... “In AYSO, it’s about more than the game!”



Well You “Volunteered”, Now What?

RRA Summarized Duties and Responsibilities

- Take the RRA training online as a Webinar or in person at an Expo
- Learn and know the rules: Region, Area, Section, National
- Provide leadership and be an active role model
- Promote referee welfare within the Region
- Annually register referees
- Work with the CVPA
- Appoint a Regional Director of Referee Instruction (RDI)
- Prepare an annual budget
- Develop a match schedule for referees and assistant referees
- Appoint a Regional Director of Referee Assessment (RDA)
- Work with the Regional Commissioner and Regional staff
- Communicate important information
- Partner with the Area Referee Administrator

- Develop a Regional Mentor Program
- Represent the Regional referee staff at Area meetings
- Identify and train an assistant RRA and prospective successor
- Prepare a work plan which includes annual goals and objectives

What needs to be done before the start of the season?

- Develop a deadline calendar
- Confirm status of all current referees
 1. Current year AYSO volunteer registration
 2. All referees have completed AYSO Safe Haven
 3. All referees have completed Concussion awareness training
- Recruit referees
- Conduct training
- Schedule referees
- Retain referees
- Develop a budget



Though every Region is unique, it also shares a common set of problems and issues. AYSO guidelines provide for a variety of methods to address the needs and challenges of each Region. Avoid reinventing the wheel. Learn from previous RRAs, current referees and game schedulers to improve and correct past mistakes. Use this manual with other resources, combined with your own ingenuity and vision to set up a successful referee program. With these tools and preparation, you will experience a successful year as the Regional Referee Administrator.



Identifying Resources

People Who Can Help

- Previous Regional Referee Administrators and Region staff
- RC – Regional Commissioner
- RCA – Regional Coach Administrator
- CVPA – Child and Volunteer Protection Advocate
- Safety Director and other local sources
- ARA, ADI, ADA – Area Referee Administrator, Area Director of Instruction, Area Director of Assessment
- SRA, SDI, SDA – Section Referee Administrator, Section Director of Instruction, Section Director of Assessment
- NRAC – National Referee Advisory Commission
- National Referee Program Administrator

These are the people whose task it is to support the efforts of Regions and its RRAs. The Region is where the action is; it is where AYSO really happens. Among the key objectives of the Area, Section and National staff is to render the Regions assistance in its management of the local program. If you don't know these people, either look them up on eAYSO or contact your Regional Commissioner.

Other sources of support are senior referees and the full-time staff at the National Office. Take advantage of their knowledge, skill and experience. There is no need to reinvent the wheel.

Where to Get More Information

Publications available to RRAs to assist you with your responsibilities:

The following publications are found at www.aysotraining.org:

(You must know your eAYSO ID Registration Number to login.)

- *AYSO National Referee Program Manual*
- *AYSO Guidance for Referees, Coaches, Other Volunteers and Parents*
- *Small-Sided Games Guide for Referees* (within *AYSO Guidance for Referees*)
- *FIFA Laws of the Game - AYSO Edition - English Version*
- *FIFA Laws of the Game – AYSO Edition – Spanish Version*



- *2013 FIFA Law Changes Summary*
- *Recruiting and Retaining Referees*
 - *Recruiting Women Referees*
 - *Recruiting Youth Referees*
- *Manual for Youth Referees*
- *Referee Mentor Handbook*
- *Regional Referee Administrator Manual*
- *Introduction to Instruction Resource Book*
- *Referee Instructor Resource Book*
- *Preparing for Assessment*

The following forms and worksheets (and others) are found at

http://www.ayso.org/For_Volunteers/referees/Resources/ref_forms.htm#.U8MBs_IdV8E

- *AYSO Official Lineup Card*
- *Referee Program Budget Form*
- *Referee Game Report Form*
- *Referee Observation Worksheet*

AYSO National Rules and Regulations are found at:

http://www.ayso.org/Assets/libraries/resources/rules_regs.pdf

Regional Guidelines are found at:

http://www.ayso.org/Assets/libraries/resources/standard_regional_guidelines.pdf;
includes a section on Dispute Resolution



Useful Websites

The above publications and referenced websites are some of the more popular ones that the RRA will need to become familiar with to better do his or her job. There are many other websites available filled with additional information that can be useful to the RRA. Here are the three primary websites that AYSO manages:

www.AYSO.org This is the main AYSO website. It includes most of the necessary information and guidelines, etc. for running a Region, such as AYSO referee publications, lesson plans, instructor information, assessment and mentoring information, links to online training and webinars, sample tests, upgrade forms, and general information. It also has links to the USSF and FIFA web sites.

www.AYSOtraining.org This website contains training manuals and online courses. A volunteer will need his/her AYSO ID number to access the site. This is available from your Region's CVPA and it's the number that is generated after an individual registers with the Region as a volunteer. You may also find your personal ID number in your eAYSO.org record.

www.eAYSO.org This is the AYSO electronic registration and database where volunteer registration and certification information may be found. Initially, you must create your login and own password to get access to this site. An AYSO ID number is generated after you apply on line to volunteer in your Region.

In addition to the AYSO-related websites, here are two more websites you should know something about:

www.fifa.com This is the Federation International de Football Association (FIFA) website. FIFA is the international governing body of soccer. Note: Futsal is FIFA's version of indoor soccer.

www.ussoccer.com This is the United States Soccer Federation (USSF) web site which is the national governing body for soccer in the USA. You can find Laws of the Game, Advice to Referees, Guide to Procedures, Law memorandums, videos, and more on this site. Note: AYSO is a member of USSF.



Fix It Before It Breaks

Proactive Management:

- Be proactive and make sure guidelines, policies and procedures that you need are all in place before the season officially begins. Be familiar with both National and Regional AYSO protocols. Develop a dispute resolution committee and publish the procedure.
- Create a long term plan for referee development for your Region, with the help of your staff and RC.

Appoint Key Staff and Delegate!

You can't do it alone. Appoint staff to help you manage your referee program. Delegation is the key to a successful program. Referee Administrators who try to do the job alone are setting themselves and others up for disappointment and frustration. It is often difficult to find volunteers willing to undertake responsibility, but the more you divide the responsibilities into smaller slices, the easier it will be to find people willing to help and the easier the administrator's job becomes. While it helps, not all these positions need to be filled with currently certified referees. Depending on the size of your Region appoint the following positions:

- Regional Director of Referee Instruction
- Regional Director of Referee Assessment
- Referee Scheduler (works closely with the Regional game scheduler)
- Regional Director for Youth and Women Referee Development
- Referee Mentor Coordinator

Develop close working relationships with other key staff:

- Regional Commissioner
- Regional Coach Administrator
- Child and Volunteer Protection Advocate (CVPA)
- Safety Director
- Area Referee Staff
- Section Referee Staff
- National Referee Staff



Getting Organized

Develop a Communication Plan

Poor communication is arguably the single most frequently blamed cause of poor performance. “It takes two to communicate.” The RRA should be well versed in both roles.

The secret to good communication is to be clear, concise and easy to understand. Consistent information needs to be disseminated in more than one way to ensure it reaches its intended audience. Frequent and timely reminders are needed to ensure the information is received and acted upon. Remember – the earlier and more often the information is publicized, the more likely the message will be heard.

Make sure that your communications are consistent with the rest of the Regional board.

Consider the following when developing a communication plan:

- Primary, secondary and fall back communication systems
- Hard copy and electronic systems
- Accountability – share responsibility for communicating information
- Access to phone numbers and email addresses. Regional referee staff members can publish an alternate email address and/or a Regional telephone number
- Establish and maintain up-to-date information on the Region/Area/Section websites.
- Publish and distribute a defined dispute resolution process for your referees.
- Publish procedures for documentation of game misconduct (red and yellow cards) and serious injuries/incidents. Create a 24-hour report template. There may already be one on your Region’s or Area’s website. The *AYSO Incident Report form* may be found at:

http://www.ayso.org/Assets/libraries/resources/incident_report_form_with_instructions.pdf.

**Optional methods an RRA may deliver information:**

- Newsletters
- Parent handbooks
- Laws of the Game books
- Handouts
- Copies of the National Rules and Regulations
- Relevant websites
- Periodic referee meetings
- Web sites
- Email
- Fliers
- Region leadership meetings

Understand and Support AYSO National Programs

With almost 50 years of existence, the AYSO National Program(s) are recognized as one of the most robust soccer training programs in the country.

The National Referee Program is acknowledged by international referees as the best amateur referee development program in the world. It contains a wealth of support tools and information useful by RRAs.

The National Coaching Program contains significant referee related information; specifically, short-sided coaching manuals for the younger age groups. Referees need to know how the various age group rules differ in their application of the Laws of the Game (see Short-Sided Games Guide for Referees).

The AYSO National Management Program offers support for RRAs thru Introductory Management and Dispute Resolution courses. Understanding and implementing the Kids Zone program becomes a partnership of the coaches and the referees.



Develop a Calendar of Events

Stay on track with your budget, training and scheduling of referees. Thirty days before your first Regional registration event might be a good time to start preparing a Calendar of Events for the upcoming season/next 12 months. This is a great time to have a meeting with your “staff” – previous RRA, fellow referees and coaches. Start a log and make notes throughout the season of what worked well and what will need to be changed.

Consider the following when developing a calendar:

- Area, Section and National events
- Training – Region, Area, Section and National
- Tournaments – Region, Area, Section and National
- Registration dates
- Start of season (first game day)
- End of season (last game day)
- “Silent Saturday” or other special event days in your Region
- Mentor field training
- Assessments for upgrade (list)
- Referee pre-season meeting and Annual Referee Update
- Other meeting dates
- End-of-season recognition



Sample Calendar of Events

Date	Event
July 7	Last regular registration (middle school)
July 12/15	Compulsory meetings for coaches/assistants (must attend one)
July 13-15	Advanced Coaching, Intermediate Referee and Instructor Clinic
July 17-19	Team Formation Nights (U-8, U-10, U-12/U14) for coaches
July 24-26	Team Assignment Nights (U-12/14/16/19, U-8, U-10/U-6) for coaches
July 29	Annual Referee Update Class from 12PM to 2PM at middle school
August 4-5	Intermediate Coaching Clinic
August 9	AYSO Safe Haven Certification Course
August 11	U12 Youth Coaching Clinic
September 8	Start of regular fall season
September 16	Youth Soccer Day at high school stadium
September 22	Picture Day - wear uniform
November 11	U-16/U-19 Section Tournament
November 18-19	U-10 Tournament (Regional only)
December 1-2	Area Tournament for U-12 & U-14

Tournaments are fun for the players, coaches and referees but can place a burden on the RRA because of the additional scheduling necessary. Try to get the game time slots at least two weeks prior to the tournament. Remind your referees to mark their calendars and to let you know of their time constraints. Highlight key activities that place a special burden on the referee organization. Remind referees to mark tournament weekends on their calendars.

Develop a Time and Task Deadline Calendar

Time and Task Deadline Calendars help ensure each step of a task is identified and scheduled for timely completion. Assign specific individual duties and responsibilities along with deadline dates. This will help you to stay ahead of the game and gives you a system to monitor and measure the progress of all the tasks. Remember that you can't do it all alone. A Time and Task Deadline Calendar with developmental input from your referee volunteers is essential. It is fundamentally good management to delegate responsibility, as it empowers others with authority assuming that you periodically monitor progress to ensure completion and accountability.

Deadline Calendars should be built backwards from the completion date.

**Determine:**

- What must be done by the day of the event
- What is the logical order
- What needs the longest lead time
- What has the highest impact on success
- Who has responsibility – authority – accountability?
- Start with the end in mind: work back from this date to determine the essential activities.

Sample Deadline Calendar (built backwards)

Deadline Calendar needed to conduct an Intermediate Referee Course

DATE	TASK	VOLUNTEER
Sept 1	Conduct the Intermediate Referee Course	D. Beckman
Aug 29	Confirm facility will be open Purchase refreshments, plates, napkins, etc. Set up room, check audio visuals, put up signs Set up field, mark lines, put up flags and nets Assemble handouts into booklets	L. Donovan
Aug 28	Make copies of handouts	C. Ronaldo
Aug 27	Contact and remind registered attendees Contact other potential attendees	M. Hamm
Aug 15	Organize T-shirts, handouts, and giveaways	L. Donovan
Aug 8	Continue to advertise for Course	L. Messi
Aug 1	Check status of material and supplies ordered	C. Ronaldo
July 15	Registered Intermediate Referee Course on eAYSO Begin advertising Intermediate Referee Course Order supplies needed for course Identify handouts needed for course	L. Messi
July 7	Reserve classroom, gym and field for clinic	L. Donovan
July 7	Set date Identify supplies needed for course	L. Messi
July 1	Download latest Intermediate Referee lesson plan, exam, and answer key, and review Develop list of equipment and supplies needed	D. Beckman



June 16	Confirm that Referee Instructor candidate attended and passed the Referee Instructor Course Confirm with course instructor that eAYSO paperwork will be processed in a timely manner to ensure that candidate will be certified to instruct Intermediate Referee Course	L. Messi
June 15	Send volunteer to the Referee Instructor Course	D. Beckman
May 15	Identify a candidate to attend Referee Instructor Course Budget funds for instructor training Budget funds for Intermediate Referee Course	L. Messi

Similar **Deadline Calendars** should be developed for all the other referee activities planned as well as for various goals established, e.g. recruiting new referees, mid-season continuing education classes, periodic referee meetings, referee social events, post-season referee awards and recognition ceremonies.

Recruiting Volunteer Referees

Where Do We Get New Referees?

The highest volunteer involvement and interest among parents is when their children are 10 years old and younger. Concentrate your referee recruiting efforts here. Recruiting new referees from among the parents of younger players allows for a gradual approach to gaining experience thru the less demanding games of very young players. It gives new referees time to gain experience and builds the confidence necessary to referee the more demanding older age groups.

Note about refereeing U-5 through U-8 games:

In these age divisions, you only need one referee. Club linesmen could be used. U-5 through U-8 are great age groups to recruit new referees, as the skill level required on the field is minimal and subject to less pressure from the touchlines. This has proven to be effective in developing competent referees. Knowledge and confidence increases as their children grow and mature as players.

How Do We Get New Referees?

The AYSO *Recruiting and Retaining Referees Manual* is a good reference source.

The job of recruiting referees should be never ending. Always be on the lookout for potential new referee candidates in any setting:



- Make the recruiting job fun and easy by talking it up with players and spectators at the pitch
- Understand that recruiting is a never ending task
- Recruit parents of young players because they can stay and grow with the program, and don't forget that youths and moms are part of the talent pool
- If you see some interest but some reluctance too, use the buddy system (couples, pairs, friends, neighbors, teammates) to make them feel as if they are not alone

If your Region works hard to minimize problems outside the touch lines, your recruiting success will be higher.



When talking with a potential referee candidate, make sure to know all the requirements and the dates of the next training opportunity.

Training New and Established Referees

AYSO Referee Training Plans

The teaching times for the lesson plans and modules vary from 15-150 minutes, exclusive of introductions, breaks and exams:

- AYSO Safe Haven Course Online 1.5 hours
- AYSO Safe Haven Course w/Instructor 2 hours
- U-8 Official Course 3 hours
- Assistant Referee Course 5 hours
- Basic Referee Course 7 hours
- Basic Referee Course Online 2 hours
- Basic Online Referee Companion Course 3 hours
- U-8 Official to Assistant Referee Course 3 hours
- U-8 Official to Basic Referee Upgrade Course 4 hours
- Assistant Referee to Basic Referee Course 2 hours
- Intermediate Referee Course 7.5 hours
- Advanced Referee Course 7.25 hours
- National Referee Course 15.25 hours

Self-Contained Teaching Plans

In addition to conducting a complete course in one or more sequential days, some training may be delivered in smaller increments of time (e.g. weeknights) using individual lesson plans. Each course consists of several modules as outlined on the next page.



Times in a given square indicate that particular Lesson Plan module is a part of the referee course indicated at the top of the column.

Lesson Plan	U-8 Official	Asst.Ref	Regional (Basic Course)	Intermediate	U-8 to Regional	U-8 to AR	AR to Regional	Advanced
Intro. And Review							35 min.	
The Game of Soccer	25 min.	25 min.	25 min.		45 min.		45 min.	
Understanding Younger Players	15 min.	15 min.	15 min.					
Pre-game and Post-game Duties	35 min.	35 min.	35 min.					
Starting the Game	20 min.	20 min.	20 min.					
Stopping the Game	30 min.	20 min.	20 min.					
Restarting The Game - Basic	35 min.	40 min.	40 min.		With #2		With #2	
Fouls and Misconduct - Basic			45 min.			45 min.	45 min.	
Offside - Basic		40 min.	40 min.		40 min.		40 min.	
Referee and Assistant Referee Mechanics		60 min.	60 min.		60 min.		60 min.	
Understanding Younger Players		With #3	With #3		With #2		With #2	
Restarting the Game - Intermediate		With #7	With #7	With #7	With #2		With #2	
Fundamental Coaching Concepts			20 min.			20 min.	20 min.	
More Challenging Matches				75 min.				
Fouls and Misconduct - Intermediate				90 min.				
Offside - Intermediate				60 min.				
Interaction with Coaches and Spectators				60 min.				
The Referee Team and Diagonal System				120 min.				
The AYSO National Referee Program				45 min.				45 min.
Understanding the Advanced Game								150 min.
Offside- Advanced								60 min.
Fouls in the Advanced Game								30 min.
Misconduct, Players, Subs and Others								90 min.
Reading the Advanced Game								90 min.



Training

- Identify available and/or potential instructors
 - Region, Area, Section or National staff
 - Each class must be led by an AYSO certified Lead Instructor whose primary responsibility is to ensure the approved curriculum is followed
 - Other volunteers that are not instructors may instruct or assist providing the course is led by a Referee Instructor
 - Refer to the Referee Training Matrix found in the National Referee Program manual to understand what level instructor is required

- Schedule the first training for new referees soon after registration closes, perhaps 30-45 days before the start of the season. This first training will give you a gauge of how many more sessions to schedule closer to the start of the season. Be flexible, if you can, with evenings, half days or multi-day sessions.
- Remember to plan for a facility long in advance.
- Design a returning referee program
 - Schedule an annual referee update meeting each season
- Create incentives to encourage referees to attend additional training
- Make the season fun, challenging and a growth experience for referees
- Upgrades take time
 - A pipeline of referees must be built and maintained
 - Must have the commitment of and careful coordination of the referee, the mentor, the assessor and the appropriate level of game
- Game schedules: Review, post and distribute clear, easy to understand instructions on how to sign up for games, and who to call if they have questions or are having trouble logging into an electronic schedule system.
- Make sure referees understand the timelines and responsibilities should they need to turn back/cancel a game assignment.

Always share with your referee volunteers how much the Region, players, fellow referees, other volunteers and parents appreciate what they do as an AYSO volunteer.



Training Course Objectives

Course	Objectives
U-6/U-8 Official	Fun, fair and safe fundamentals
Assistant Referee	Assistant referee duties
Basic Referee	Basic knowledge needed to referee
Intermediate Referee	Knowledge for more challenging matches
Advanced Referee	Knowledge for most upper level matches
National Referee	Knowledge for the most challenging upper level matches

Stress the need for mentoring to providing sound, constructive feedback.

Some volunteers will be bitten by the referee bug. Make sure you are there with information, enthusiasm and support to draw them in. Build off the camaraderie of the returning referees. Find ways to get them together: pizza, coffee meetings, etc.

Reasonable Goals:

Many of your Regional (Basic Course) Referees should be able to upgrade to the Intermediate Referee level by their third year. Advanced Referee and National Referee candidates are more self-selecting, and the certification process takes longer. You will probably want to consult with your Area Referee Administrator to discuss the tender loving care of your higher level candidates.

In addition to advancing your referees through higher level training, you will want to develop an inventory of experienced referees who are also available to instruct, observe, assess and evaluate. The following goals might be part of your planning:

- Add one more Referee Instructor or Advanced Referee Instructor in the next 12-24 months.
- Add one more Referee Assessor and Referee Instructor Evaluator in the next 12-24 months.

Set these expectations or they will not happen!



Scheduling Referees

Scheduling referees for your Region's matches is not a simple task. There are many challenges to developing a good schedule that incorporates not only the needs of the Region for covering games with referees but also takes into consideration the numerous variables of referee availability, conflicts, preferences, ability and last minute changes.

The importance of developing and managing a good referee schedule cannot be overemphasized. A well-organized, fair and flexible referee schedule that is readily available to all referees to verify their assignments and responsibilities is critical. The success or failure of the referee schedule is very closely associated with the overall success or failure of the entire Regional referee program.

The structured approach to successful referee scheduling can be broken down into five easy steps:

- Identify your requirements (players, games, dates, fields, referees)
- Develop a plan (how will you schedule referees)
- Schedule referees (implement the plan)
- Publish the schedule (let the referees know their schedule)
- Maintain the schedule (adjustments during the season)

Let's review each of these steps, identifying multiple ways to accomplish each of them and examine a sample scheduling effort. In our sample we will be following a typical AYSO Region X.

Step 1: Identify your Local Requirements

Get together with your game scheduler (assuming your Region has appointed one; if not, recruit one!). Find out what age divisions your league will have, how many teams per division, how many games per day, how many fields per day, and what days/dates will include games.

- Age divisions will dictate the skill levels of referees needed
- Number of teams and games per day will dictate the number of referees needed
- Field locations may impact referee availability



Referees – how many returning referees do you anticipate? How many new referees will you need?

Maintain a database of your referees. What information must you know?

- Name, telephone, email
- Certification level and skill level (what age levels are they qualified to do?)
- Are they a parent, coach or player – division, age and team #?
- Any availability constraints?
- Preferences
 - In the middle vs. on the lines
 - Boys vs. girls matches
 - Willingness to referee multiple games in a weekend
 - Willingness to referee outside their child’s division
- What else?

Step 2: Develop a Plan

Now that you have determined what you need to do, the next step is to develop a referee scheduling plan that lists the goals of your scheduling effort. A good system for scheduling referees goes a long way towards solving a lot of potential problems. RRAs must ensure that careful thought and planning go into the scheduling of referees in the Region. Ask yourself:

What is the scheduling method I will use for each age division?

For example, your plan may look something like this:

AGE DIVISION	SCHEDULING METHOD
Divisions U-5/U-6:	Don't assign referees. The coaches will handle this responsibility.
Divisions U-8 to U-14:	Assign referees automatically based on the Referee Team (Buddy System) method.
Divisions U-16 and U-19:	Assign referees using the self-scheduling process. Each referee accesses a copy of the game schedule on the Region's website, and volunteers to referee one or more of the games. The referee scheduler makes the final decision and assigns the referee.



There are several alternative methods to scheduling; none are 100% right or 100% wrong; they differ in the amount of risk and the level of effort required for them to succeed.

What are some of the scheduling methods? What is good or not about each one?



SCHEDULING METHOD	PROS:	CONS:
Russian Roulette: <ul style="list-style-type: none"> Give them a game schedule and hope they show 		
Midnight Caller: <ul style="list-style-type: none"> Call and beg the night before 		
Do It Yourself: <ul style="list-style-type: none"> The teams in each game draw from referee volunteers from their own teams 		
Assigned games: <ul style="list-style-type: none"> Assigned in advance to specific games 		
The Referee Team approach: <ul style="list-style-type: none"> Buddy System 		
Web based: <ul style="list-style-type: none"> Self-scheduling 		
Computerized programs: Self-developed Online programs The Referee Assistant: <ul style="list-style-type: none"> Used for numerous AYSO National Games Used for several large AYSO tournaments 		

Brand new referees may not be comfortable scheduling themselves to referee games and will sometimes react well to having their assignments laid out for them. As they become better trained to use your scheduling system, your involvement will lessen; keep in mind not to schedule new and/or youth referees to games without a mentor. Give them time to gain experience and confidence. It is especially important that you don't schedule new referees on games that are too challenging for their experience level.



The Referee Mentor Program

Ideally new referees should work side-by-side with experienced referees. One suggestion is to create referee teams as outlined in the Referee Mentor Handbook. Typically four referees work games together for some period of time.

The entire referee team is scheduled to games. This requires close monitoring of the game schedule as well as each referee's weekly time commitment. The referee team needs to keep each other informed to insure game coverage for their assigned games. For details on this program and alternate methods of implementing it refer to the AYSO National Referee Program Manual.

The Buddy System

Referees like to have qualified Assistant Referees and also like to work games with their "buddy." They get to know each other's officiating style and, in time, build trust as a team. One method to consider for scheduling is to adopt a "Buddy" system, assigning referee teams to games.

Allow the experienced referee to develop and train their own referee crew who work together as a team. The experienced team leader now has a vested interest in recruiting a buddy or two to train and have fun working games together.

As the Assistant Referee "buddies" become more proficient and confident, the leader will give them opportunities to be the Referee. This system can create a friendly competitive environment among the senior referees to see who can develop and train the best team.

**Step 3: Schedule the Referees**

Let's review the referee scheduling plan for Region X.

Divisions U-5 / U-6	coaches will manage these games
Division U-8	assign referee only
Division U-10	assign referee only, recruit club linesmen from each team
Divisions U-12 through U-19	assign using the Referee Team Method

1. First, get your game schedule.

The game schedule for Region X looks like this:

REGION X GAME SCHEDULE • WEEK 1						
Time	Field 1	Field 2	Field 3	Field 4	Field 5	Field 6
8:00	U-8	U-8	U-10	U-10	U-12	U-14
8:30						
9:00	U-8	U-8				
9:30			U-10	U-10	U-12	U-14
10:00	U-8	U-8				
10:30						
11:00	U-8	U-8	U-10	U-10	U-12	U-14
11:30						
12:00	U-8	U-8				
12:30			U-10	U-10	U-12	U-16/19
1:00	U-8	U-8				
1:30						
2:00	U-8	U-8	U-10		U-12	
2:30						U-16/19
3:00	U-8	U-8				
3:30					U-12	

Each Saturday you will have 36 games to be assigned, of which 11 will be assigned using the Referee Team method.

2. How many referees will you need to cover these games? Here is a quick rule of thumb calculator.

Consider the need for referees in each match according to age group and your possible supply of volunteers, with varying experience and desire to referee one or more games each weekend::

- U-8 It is unusual for U-8 Officials to volunteer to officiate more than one game each weekend. It is reasonable to assume that you would need 14-16 U-8 Officials to cover 16 matches in a weekend.



U-10 For U-10 matches you can assume that a few of your Regional Referees will referee one game and AR a second. Most but not all of your linesmen will probably be club linesmen (as compared to ARs).

- U-12 You will want to cover a significant percentage of your U-12 matches with Intermediate Referees, both in the middle and on the lines. You should strive to have ARs as your linesmen most of the time.
- U-14 By U-14 the game is faster, the field is bigger and club linesmen really don't offer much help. You should strive to have Advanced and Intermediate Referees working a significant percentage of your referee slots. Fortunately, referees who get bitten by the referee bug are often happy to work two or three games which they find to be challenging.
- U-16+ These matches should be assigned to your most capable referees, but you should also make sure that you try to rotate in the next level down to make sure challenging matches are available as a motivational reward.

Note: Assume 25% will not be available to do games for various reasons in a given weekend.

Referees Needed in Region X:

Calculate the minimum number of experienced referees, new referees and assistant referees needed to cover the games each week in our case study of Region X.

- U-8 16 Games/Week 14-16 U-8 Officials
- U-10 9 Games/Week 8-10 Refs + Club Linesmen
- U-12 6 Games/Week 8-12 Refs + Club Linesmen
- U-14 3 Games/Week 4-6 Refs
- U-16/19Combined 2 Games/Week 3-5 Refs

37-49 referee total x 25% = 9-12 referees not available

48-61 total referees would be needed in Region X. If each team has at least one active, certified referee, the numbers work.

Determining the number of referees needed for a season can be a challenge, but if planned ahead of time, shortages can be minimized and a plan put in place for dealing with referee shortages to help minimize the impact.



Remember that although three referees per game are ideal, many U-8 and U-10 games are officiated with a single referee and two club linesmen. To help you schedule enough new classes and to help manage the referee scheduling calendar, start with last season's game schedule. Keep in close touch with the RC and Registrar on the number and age level of the teams for the current season.

It is important to be aware of the number of players registered during the registration period so you can establish referee recruiting goals.

Never let up on referee recruiting. The more referees you have, the easier it is to staff your Region's games. You will always have current referees leaving the program. Thus, it is essential to add new referees so that you can maintain your referee staff.

**Identify the referees who you are going to match up as teams.**

Region X only has 27 referees, so what do they do?

Using the Region X case study, the following is a sample of actually how the referees might be scheduled.

Available Volunteers	Code Names
3 Assistant Referees	AR1 - AR3
2 U-8 Official	U8O1 - U8O2
17 Regional Referees	R1 - R17
3 Intermediate Referees	I1 - I3
1 Advanced Referee	A1
1 National Referee	N1

Typically, some referees will have to work extra games. Remember that the RRA need not be that spare referee.

Here is the roster of referees in Region X:

Ref Team	Name	Email	Cert	Tel Number	Schedule Requests	Skill Level
10-1	David Beckham	beckham@asyo.org	Asst Ref	555-123-4567	Morning games only	U-8
10-1	Cristiano Ronaldo	ronaldo@ayso.org	Basic Ref	555-123-4567	Do not schedule when son is playing	U-10
10-1	Lionel Messi	messi@ayso.org	Inter Ref	555-123-4567	Afternoon games only	U-12
10-1L	Mia Hamm	hamm@ayso.org	Adv Ref	555-123-4567	I'll ref anytime	U-19
10-2						
10-2						
10-2						
10-2L						
10-3						
10-3						
10-3						
10-3L						

This roster lists 3 teams for U10 play. Each team consists of 4 people. Ideally there are two senior (returning) referees per team to instruct and mentor two new referees (Referee Mentor/Advisor Program).



When scheduling with the team approach, give all referees a copy of the roster, assign them games, and tell them to contact each other to make changes if they have conflicts. Put the responsibility on them, but give them a framework in which to do it.

The team Leader (U-10-1L) is responsible for getting the referee team on the field each weekend, and for the mentoring of the new referees. You may want to rotate team leaders between age levels once or twice during the season so they do not suffer burnout or get frustrated by not having higher caliber games.

3. Schedule the referee teams into the game schedule.

Using the game schedule from Region X, develop a preliminary referee schedule.

TIME	FIELD 1	FIELD 2	FIELD 3	FIELD 4	FIELD 5	FIELD 6
8:00	U-8 R (U8O1)	U-8 R (U8O2)	U-10 R (R9) CL CL	U-10 R (R8) CL CL	U-12 R (I3) AR (R6) AR (R7)	U-14 R (I1) AR (R10) AR (R11)
9:30			U-10 R (R3) CL CL	U-10 R (R8) CL CL	U-12 R (I3) AR (R6) AR (R7)	U-14 R (I1) AR (R10) AR (R12)
11:00	U-8 R (R1)	U-8 R (R9)	U-10 R (R4) CL CL	U-10 R (R8) CL CL	U-12 R (I3) AR (R6) AR (R11)	U-14 R (I2) AR (R12) AR (R13)
12:30			U-10 R (R3) CL CL	U-10 R (R4) CL CL	U-12 R (A1) AR (R10) AR (AR1)	U-16/19 R (N1) AR (I1) AR (R13)
2:00	U-8 R (R5)	U-8 R (R2)	U-10 R (R3) CL CL		U-12 R (A1) AR (AR2) AR (AR3)	U-16/19 R (I2) AR (N1) AR (AR1)
3:30					U-12 R (I2) AR (AR2) AR (AR3)	



4. Scheduler's Worksheet from Sample Region X
5. This worksheet is useful to check for potential scheduling problems such as proper time between games or for equity in the number of games assigned, etc.

Time	8:00	9:00	10:00	11:00	12:00	1:00	2:00	3:00
AR1						X	X	
AR2							X	X
AR3							X	X
U801	X	X	X					
U802	X	X	X					
R1				X				X
R2							X	X
R3			X			X	X	
R4				X		X		
R5					X		X	
R6	X		X	X				
R7	X		X					
R8	X		X	X				
R9	X			X	X			
R10	X		X			X		
R11	X			X		X		
R12			X	X		X		
R13				X		X		
R14-R17	REFEREES R14 – R17 NOT AVAILABLE							
I1	X		X			X		
I2				X			X	X
I3	X		X	X				
A1						X	X	
N1						X	X	



REGION X SAMPLE REFEREE SCHEDULE

Week 1

		Field 1	Field 2	Field 3	Field 4	Field 5	Field 6
8:00 AM	Teams	08B1 v 08B2	08G1 v 08G2	10B1 v 10B2	10G1 v 10G2	12B1 v 12B2	14B1 v 14B2
	Referees	R: U801	R: U802	RL: U1001 CL: CL:	RL: U1002 CL: CL:	Team: 10-1	Team: 10-2
9:00 AM	Teams	08B3 v 08B4	08G3 v 08G4				
	Referees	R: U801	R: U802				
9:30 AM	Teams			10B3 v 10B4	10G3 v 10G4	12G1 v 12G2	14G1 v 14G2
	Referees			RL: U1001 CL: CL:	RL: U1002 CL: CL:	Team: 10-1	Team: 10-2
10:00 AM	Teams	08B5 v 08B6	08G5 v 08G6				
	Referees	R: U801	R: U802				
11:00 AM	Teams	08B7 v 08B8	08G7 v 08G8	10B5 v 10B6	10G5 v 10G6	12B3 v 12B4	14B3 v 14B4
	Referees	R: U803	R: U804	RL: U1001 CL: CL:	RL: U1003 CL: CL:	Team: 10-1	Team: 10-2
12:00 PM	Teams	08B9 v 08B10	08G9 v 08G10				
	Referees	R: U803	R: U804				
12:30 PM	Teams			10B7 v 10B8	10G7 v 10G8	12G3 v 12G4	U19B1 v U19B2
	Referees			RL: U1004 CL: CL:	RL: U1003 CL: CL:	Team: 10-3	Team: 10-4
1:00 PM	Teams	08B11 v 08B12	08G11 v 08G12				
	Referees	R: U803	R: U804				
2:00 PM	Teams	08B13 v 08B14	08G13 v 08G14	10B9 v 10B10		12B5 v 12B6	U16G1 v U16G2
	Referees	R: U805	R: U806	RL: U1004 CL: CL:		Team: 10-3	Team: 10-4
3:00 PM	Teams	08B15 v 08B16	08G15 v 08G16				
	Referees	R: U805	R: U806				
3:30 PM	Teams					12B7 v 12B8	
	Referees					Team: 10-3	

These steps will help you develop a more successful referee scheduling program for your Region. Realize that you must select the method, or combination of methods, that work best for you and your Region. Make sure your referees are all aware of your system. Solicit feedback from them to improve any weaknesses.



Step 4: Publish the Schedule

Now that you have developed the schedule, you need to make sure that all parties know the schedule:

- Referees need to know to which games they are assigned
- Teams want to know if referees are assigned for their games
- Fill-in referees want to know if there are any openings available
- Post a copy of the referee schedule at the fields to resolve referee game assignment questions

Publication methods:

- Post the schedule on Regional website
- Use online referee scheduling system
- Email to each referee
- Hardcopy mailed to each referee
- Copy of the schedule posted at the fields on game days

Step 5: Maintain the Schedule

Let everyone know what their scheduled referee assignments are.

Be prepared to make changes to the referee schedule during the season.

- New referees to be added to the schedule.
- Referees who can't make their schedule and need to be replaced.
- Shifting schedules around to make games available for upgrade assessments.
- Game schedules that get changed.

If you are a small Region, the Referee Scheduler should be able to handle all of it.

If you are a large Region you may want to have the Referee Scheduler maintain the master schedule, but recruit other referee staff members to help manage changes. Possibly ways to divide the work up might be by:

- Age division
- Field assignments
- Day of week

Make sure that once you have changed the schedule you let everyone involved know. Publish the revised schedule with a revision date and time.



Automation–Can It Work For You?

Automation can make it possible for you to do more with less. Many Regions and large events (tournaments, National Games, etc.) have made it work for them.

Automation can include:

- A centralized database of referees
- Automated or manual assignments
- Web presentation

But is it right for you?

You must determine the most efficient way to schedule your referees based on your local conditions and the resources available to you. Some of the commercially available automated systems are¹:

- The Referee Assistant –assignr.com
- Active Sports –www.activesports.com/
- Schedules Etc. – www.schedulesetc.com
- RefScheduler.net - RefScheduler.net
- ArbiterSports – www.arbitersports.com

Larger Regions may choose to develop and maintain their own scheduling software.

¹ AYSO is not recommending any particular system but is instead identifying various alternatives.

Retaining Referees

Keep Them Coming Back!

Motivating Factors

A common enjoyable aspect of refereeing in AYSO is the camaraderie that develops among your referees. They are bound by a common thread of support for each other and support for the fundamental principles of AYSO, and, of course, refereeing.

A sense of satisfaction develops in referees who are part of the magic that so often occurs in AYSO games because they contribute significantly to helping that magic happen. Referees love to reminisce and recant “war stories”. The RRA can facilitate such opportunities through periodic referee meetings, informal gatherings, special social events and developing a sense of belonging to this special group. Refereeing is fun; the fun is contagious and will spread with a little encouragement.

Don't forget to keep what you have

Recruiting needs are significantly lessened by taking good care of the referees you have. Retaining referees is critical. Perhaps returning referees may be given early registration at reduced costs with guaranteed player registration for their kids. Incentives such as jackets, additional jerseys, kit bags, etc. can be given to returning or senior referees. This is an area where you have to do what seems to work for the volunteers in your Region. The following are some key points regarding various ways new and experienced referees are supported, which results in camaraderie and retention:

- Nothing succeeds like success (well run programs make retention easy)
- Ensure referees are well-trained and supported
- Mentor help before, during and after games
- Support group socialization (regular meetings at a local eatery)
- On-line discussion groups



- Support structure – local to worldwide (web sites, referee organizations, etc.)

Motivational incentives

Minimize problems outside the touchlines by reducing or eliminating dissent, Firm limits and Regional guidelines must be supported by the entire Regional staff.

Have meetings to review games and game situations, etc. Provide continuing education and a support group, all of which is very important to referees. Typical referee events include regularly scheduled meetings with guest speakers or something more informal such as game day meetings at the end of the day. Select a convenient location to debrief, bond and swap stories. Also consider occasional separate events for both your youth and adult referees.

Be visible and positive

RRAs who develop good staff and empower them through meaningful delegation have more time to be free to circulate and be supportive on game days. They can get to know their referees better and spend time recruiting new ones. They will be more available to encourage the AYSO Team concepts and to proactively support the Kids Zone program, thus ensuring a more referee-friendly environment.

Walking the fields is a form of mentoring. The act of stopping by a game, giving a word of encouragement and showing appreciation will go a long way. The RRA will be seen as involved by the parents and coaches, and supportive of the referees. Referees must know, not just assume, that they are supported by the Regional board and the AYSO family.

Kids Zone, the AYSO Team and Problems Outside the Touchline

Occasionally a parent, coach or referee may “lose it.” Most of the time, the participants are regretful of the event. Retention is improved when it is emphasized that we are all there for the kids. RRAs should listen to parents and show empathy but at the same time help them to understand how the game becomes a vehicle for a child’s growth and the importance of supporting the referee as an authority figure. Parents must be engaged in this process.

The importance of following the AYSO Team and Kids Zone principles is crucial for retention of referees. The abuse of referees, whether subtle or overt, must not be tolerated. The RRA must work with the RCA and RC to ensure all agree and are supportive.

See the Recruiting and Retaining Referees manual found on www.aysotraining.org.



Remember: In AYSO, it's about more than the game!

Developing a Budget

Developing a budget for the Regional referee program is a critical, often overlooked task. This budget, submitted to the Regional Commissioner, must be submitted in time to be considered and included in the approved Regional budget. Each Region must annually submit a completed Regional Annual Budget Form to the National Office by June 1 for the upcoming fiscal year ending June 30. The Referee Administrator should be prepared to provide the Regional Commissioner and Regional Treasurer with a detailed budget showing projected income (if any) and expenditures.

What are the referee budget needs?

- Training courses
 - Facilities rental: local school, community center, etc.
 - Course materials: Laws of the Game books, course books, handouts
 - Lunch, snacks and water
 - Videos, equipment rental, etc.
- Referee Equipment
 - Uniforms
 - Flags, whistles, cards, special awards (bags, jackets, etc.)
- Referee Meetings
- Miscellaneous expenses for support and camaraderie
- Staff Development
- Instructor and assessor training

Training

To support the Regional referee program, Regions are strongly encouraged to budget for and reimburse its volunteers for participation fees and other expenses incurred while attending AYSO training and certification courses, such as Expos and super camps.



Regional Referee Meetings

As the Regional Referee Administrator, you may want to hold periodic Regional referee meetings which could cover a variety of continuing education topics. Such topics might include new changes to the Laws of the Game, referee on-the-field experiences, mechanics review, Whistle Stop topics, a guest speaker, etc. In addition to the educational value, these meetings offer support and camaraderie, which are critical for referee satisfaction. One easy time option would be at the end of game day at a convenient location. Pick a venue and make it happen.

Staff Development

Funds should always be budgeted to develop or improve Regional referee and potential referee volunteers. Your Region will be more self-sufficient as it certifies more referees, instructors, assessors/mentors and instructor evaluators.

Budget sources of Information:

What sources of information are available to help build a budget?

- Previous year's budget
- Actual expenditures from previous year's budget
- Previous year's training rosters
- Estimate of referee training material requirements
- Estimated number of new referees
- Estimated number of referees desiring upgrade training
- Inventory of remaining referee uniforms and equipment
- Inventory of remaining training materials

Making the Budget Work

Once the Regional referee program has an approved budget from the Regional Commissioner or Treasurer, the RRA should provide them with a time schedule, identifying when during the year the budgetary expenses are expected to occur. This will ensure enough lead time for ordering training materials, uniforms, etc.

Out of Pocket Expenses

It is permissible to reimburse volunteers for normal and reasonable expenditures incurred during the performance of AYSO related duties. With prior authorization, volunteers who incur expenses at or on behalf of a Region are to be reimbursed by the Region. Contingency funds should be included in the budget to cover these expenses.



Purchase Approval

Prior to incurring any AYSO-related expenses or obligations, volunteers must obtain approval from the Regional Commissioner, who will review it for budgetary control and program impact. As a matter of practice and courtesy, authorized purchasers should notify the Regional Commissioner or Regional Treasurer in advance of making a purchase or submitting an order. This ensures approval and prevents surprises when invoices are received.

AYSO Supply Center

The majority of AYSO training materials are available from the AYSO Supply Center. They have all the official AYSO manuals and the AYSO edition of the Laws of the Game. Only volunteers designated as Authorized Purchasers by the Regional Commissioner may charge purchases from the Supply Center. You need to ensure you are an authorized purchaser or you have access to someone who is an official purchaser. Without this authorization, the charges are the responsibility of the person placing the order.

AYSO Reimbursement Request Form

Other reimbursable expenditures require submitting an AYSO Reimbursement Request Form to the Regional Treasurer. Advanced approval should always be obtained before making any purchases. The form is available from your treasurer. The form is used to reimburse volunteers for purchases they have made (e.g. training snacks and drinks, training site rental, travel expenses to Road Shows, AYSO training course registration fees, etc.).

It is best to get the latest copy of the form from the website when you need it. Instructions for the use of the form are also included in the download. It is helpful to provide the form and instructions to the referee staff prior to their travel, attendance at a super camp, or material purchase so they are aware of what documentation is required. Receipts are required for every item, (e.g. meals, cab fare, etc.), and submissions are supposed to be made within 60 days of when the expense was incurred.



Regional Referee Program Annual Budget

(Available on www.AYSO.org)

This budget is based on _____ referees (_____ referees per team for _____ teams)

Referee Uniforms	Number	Unit	Cost	Budgeted
Uniform shirts (short sleeve)	_____	_____	_____	_____
Uniform shirts (long sleeve)	_____	_____	_____	_____
Uniform shorts	_____	_____	_____	_____
Uniform socks	_____	_____	_____	_____
Complete uniform set	_____	_____	_____	_____
		Sub-total		_____

Equipment	Number	Unit	Cost	Budgeted
Whistles	_____	_____	_____	_____
Lanyards	_____	_____	_____	_____
Referee data wallets w/cards	_____	_____	_____	_____
Assistant referee flags	_____	_____	_____	_____
Equipment bags	_____	_____	_____	_____
Other (Identify on attached sheet)	_____	_____	_____	_____
		Sub-total		_____

Referee Books and Manuals	Number	Unit	Cost	Budgeted
FIFA Laws of the Game	_____	_____	_____	_____
Guidance for Refs, Coaches, etc.	_____	_____	_____	_____
National Referee Program Manual	_____	_____	_____	_____
Other: _____	_____	_____	_____	_____
		Sub-total		_____

Referee Instructional Materials	Number	Unit	Cost	Budgeted
Videos	_____	_____	_____	_____
Handouts	_____	_____	_____	_____
Books & other materials	_____	_____	_____	_____
Other (Identify on attached sheet)	_____	_____	_____	_____
		Sub-total		_____



(List each clinic or course on attached pages and summarize expenses below)

Referee Course Expenses	Number	Unit	Cost	Budgeted
Room rentals	_____	_____	_____	_____
Instructor costs (travel, meals, lodging)	_____	_____	_____	_____
FIFA Laws of the Game	_____	_____	_____	_____
National Rules and Regulations	_____	_____	_____	_____
Guidance for Refs and Coaches	_____	_____	_____	_____
Handout materials (copies)	_____	_____	_____	_____
Flip charts, markers, etc.	_____	_____	_____	_____
Refreshments	_____	_____	_____	_____
Referee examinations	_____	_____	_____	_____
New badges	_____	_____	_____	_____
Referee certificates	_____	_____	_____	_____
Referee pins	_____	_____	_____	_____
Other (identify on attached sheet)	_____	_____	_____	_____
		Sub-total		_____

(List each course on attached pages and summarize expenses below)

Training Courses and Meetings	Number	Unit	Cost	Budgeted
Registration fees	_____	_____	_____	_____
Travel reimbursement	_____	_____	_____	_____
Meals	_____	_____	_____	_____
Lodging	_____	_____	_____	_____
		Sub-total		_____

Referee Recognition	Number	Unit	Cost	Budgeted
Banquet	_____	_____	_____	_____
Awards	_____	_____	_____	_____
Referee warm-ups	_____	_____	_____	_____
Referee bags	_____	_____	_____	_____
Alternate referee uniforms	_____	_____	_____	_____
Other	_____	_____	_____	_____
		Sub-total		_____



Regional Referee Staff Expenses	Number	Unit	Cost	Budgeted
Telephone	_____	_____	_____	_____
Envelopes	_____	_____	_____	_____
Stationary	_____	_____	_____	_____
Postage	_____	_____	_____	_____
Printing	_____	_____	_____	_____
Miscellaneous office supplies	_____	_____	_____	_____
Publicity	_____	_____	_____	_____
Other (identify on attached sheet)	_____	_____	_____	_____
			Sub-total	_____
			TOTAL EXPENSES	_____

Fees Charges to Participants	Number	Unit	Cost	Budgeted
U-8 Official Course	_____	_____	_____	_____
Assistant Referee Course	_____	_____	_____	_____
Basic Referee Course	_____	_____	_____	_____
U-8 Official to AR	_____	_____	_____	_____
U-8 Official to Basic Referee	_____	_____	_____	_____
AR to Basic Referee	_____	_____	_____	_____
Intermediate Referee Course	_____	_____	_____	_____
Advanced Referee Course	_____	_____	_____	_____
National Referee Course	_____	_____	_____	_____
Stand Alone Courses	_____	_____	_____	_____
Other (identify on attached sheet)	_____	_____	_____	_____
			TOTAL INCOME	_____
			TOTAL REGIONAL REFEREE ANNUAL BUDGET	_____



Summary

You have volunteered for an important position as Regional Referee Administrator. AYSO is here to support your efforts and appreciate all you have done and will do for the children and referees in AYSO. It's not an event, but a process. Give the process a little time every week, surround yourself with well-trained staff and referees and you will be on your way to success.

Enjoy the ride, and remember...

In AYSO, it's about more than the game!

