



AYSO AREA 1/C Referee Assessment and Certification Policy and Procedures 2017-09-14



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, Advanced, and National Referee levels.

These policies are consistent with and derive from:

[AYSO National Referee Program Manual \(2015\)](#)

[AYSO Section One National Referee Assessment and Certification Policy and Procedures \(2017\)](#)

Terms:

Candidate	The referee wishing to upgrade
RRA, ARA, SRA	Regional, Area, or Section Referee Administrator
RDRA, ADRA, SDRA	Regional, Area, or Section Director of Referee Assessment

Where RDRA, ADRA or SDRA is specified, the RRA, ARA or SRA, respectively, may act

General Requirements:

For each upgrade level, the National Program requires

- The appropriate class, including passing:
 - the written examination
 - the physical fitness test (Advanced and National)
- Completion of a requisite number of matches
- Observation (Intermediate) or Assessments (Advanced and National)
- Current registration as an AYSO volunteer, as reflected in Blue Sombrero

Observations/Assessments and debriefing will be conducted in accordance with, and to the standards of, the current National Referee Program Manual and Section One Referee Policy

Observations and Advanced Assessments are to be done on full-length matches. National Assessments may be done on shortened matches in accordance with the Section One Referee Policy.

Although not required, it is strongly recommended that the class and requisite matches be completed before the Observation/Assessments

Intermediate Referee Upgrade:

Requirements:

- Age 14 or older
- Intermediate Referee Class, including written exam
- 25 matches as Referee, including at least 5 in 12U or higher matches
- One Observation as Referee on a 12U or higher match

Area 1/C Policy:

- The preferred match level for Observation is B12U. 14U or higher matches may be used, but are generally discouraged.
- Observation is to be performed by a certified Referee Assessor except with prior approval by the ADRA.

Step 1: The Candidate will request an Observation. This request should be directed to the RDRA of the Candidate's home Region.

Step 2: The Candidate will work with the RDRA to schedule assignment to an appropriate match. The Candidate is expected to referee the assigned match whether or not the Observation takes place.

The Candidate should request the Observation at least two weeks in advance of the match to facilitate assignment of an Observer.

Step 3: The RDRA will schedule an Observer. If the Observer is not a certified Assessor, the RDRA will obtain advance approval from the ADRA. The Observation may be assigned to a Referee Assessor Candidate in order to meet their advancement requirements.

Step 4: The Observer will observe the Candidate on the assigned match and provide a debriefing.

If the Candidate's performance meets the appropriate standard, the Observer will sign and date the Candidate's Application for Certification. The Observer must also print their name legibly and indicate the level of the match.

If the Candidate's performance does not meet the appropriate standard, the Observer will recommend the Candidate for further observation. The Observer will communicate to the Candidate the areas of performance that need improvement. The Candidate should work on these areas before requesting another Observation.

Although the Observation is intended to be less formal than an Assessment, recommendation for upgrade is not automatic.

It is the Candidate's responsibility to bring his/her Application for Certification to the Observation for signature.

Step 5: Once the Candidate has met all the requirements and obtained the required signatures, he/she will sign the Application for Certification and forward it to his/her RDRA.

The Candidate must be sure that all the required items are filled out, including:

- *AYSO ID number*
- *Match counts*
- *Signature and date*
- *Check box indicating the level of upgrade*

Electronic transmission is preferred, but the Candidate must ensure that the electronic document is legible.

Step 6: The RDRA will review the Application for Certification for completeness and forward it to the ADRA. The RDRA does not sign the Application.

Step 7: The ADRA will verify the content of the Application for Certification, sign it and forward it to National, with copies to: the Candidate, RDRA, RRA, ARA, SDRA and SRA.

Step 8: The Candidate should receive his/her Intermediate Referee Badge from National in the mail within a few weeks.

If it has been over three weeks, please follow up with the RDRA/ADRA.

Advanced Referee Upgrade:

Requirements:

- Age 16 or older
- Advanced Referee Class, including written exam and physical fitness test
- 50 matches as Referee, including at least 10 in 14U or higher matches
- 5 matches as Assistant Referee in 14U or higher matches
- One Assessment as Referee on a 14U or higher match
- One Assessment as Assistant Referee on a 14U or higher match

Area 1/C Policy:

- The preferred match level for Assessments is B14U. 16U or higher matches may be used, but are generally discouraged.
- Each successful Assessment must be performed by a different Assessor
- The Assessor must be from outside the Candidate's home Region.

Step 1: For each Assessment, the Candidate will direct a request to the RDRA of his/her home Region. The RDRA will ensure that the Candidate is ready for Assessment.

Prior to getting a formal Assessment, it is highly recommended that the Candidate obtain one or more mentoring/service assessments.

Step 2: The Candidate will work with the RDRA to schedule assignment to an appropriate match, and the RDRA will transmit the request and the match information to the ADRA. The Candidate is expected to referee the assigned match whether or not the Assessment takes place.

The Assessment request should be submitted to the ADRA at least two weeks in advance of the match to facilitate assignment of an Assessor.

Step 3: The ADRA will schedule an Assessor and notify the Candidate and RDRA. The ADRA should also determine if a Referee Assessor Candidate can be assigned to the match for an Over-the-Shoulder assessment, with the consent of the Assessor.

Step 4: The Assessor will assess the Candidate on the assigned match, provide a debriefing, and send a report to the ADRA. The report should include the candidate's information; a summary of the assessment; whether the Candidate was recommended for upgrade or for further observation; and areas handled well and areas that need improving.

If the Candidate's performance meets the appropriate standard, the Assessor will sign and date the Candidate's Application for Certification. The Assessor must also print their name legibly and indicate the level of the match.

If the Candidate's performance does not meet the appropriate standard, the Assessor will recommend the Candidate for further observation. The Assessor will communicate to the Candidate the areas of performance that need improvement. The Candidate should work on these areas before requesting another Assessment. The repeat Assessment may be performed by the same or a different Assessor.

It is the Candidate's responsibility to bring his/her Application for Certification to the Assessment for signature.

Step 5: Once the Candidate has met all the requirements and obtained the required signatures, he/she will sign the Application for Certification and forward it to his/her RDRA.

The Candidate must be sure that all the required items are filled out, including:

- *AYSO ID number*
- *Match counts*
- *Signature and date*
- *Check box indicating the level of upgrade*

Electronic transmission is preferred, but the Candidate must ensure that the electronic document is legible.

Step 6: The RDRA will review the Application for Certification for completeness and forward it to the ADRA. The RDRA does not sign the Application.

Step 7: The ADRA will verify the content of the Application for Certification, sign it and forward it to National, with copies to: the Candidate, RDRA, RRA, ARA, SDRA and SRA.

Step 8: The Candidate should receive his/her Advanced Referee Badge from National in the mail within a few weeks.

If it has been over three weeks, please follow up with the RDRA/ADRA.

National Referee Upgrade:

Requirements:

- Age 18 or older
- National Referee Class, including written exam and physical fitness test
- One year experience as an Advanced Referee
- 100 matches as Referee, including:
 - at least 30 in 16U or 19U matches
 - at least 15 in 19U matches
- 25 matches as Assistant Referee, including
 - at least 10 in 19U matches
- Two Assessments as Referee on 19U matches
- One Assessment as Assistant Referee on a 19U match
- Each successful Assessment must be performed by a different Assessor

Section 1 Policy:

- National Assessments will be on 19U matches. National policy permits the use of 16U matches if 19U matches are not available, but 19U matches are plentiful in Section 1.
- At least one Assessment as Referee must be on a B19U match. These matches are plentiful in Section 1.
- With prior SDRA or SRA approval, one match may be shortened by not more than 5 minutes per half.
- The Candidate must complete a minimum of 5 16U or 19U matches as Referee between Assessments as Referee unless the match was judged non-assessable. At least 3 of these must be B19U.
- The Assessor must be from outside the Candidate's home Area, except with prior approval by the SDRA, and must be on the current Section 1 National Assessors List. Assessors from other Sections must be approved by the SDRAs of Section 1 and the Assessor's Section. For assessments at tournaments, the tournament staff may be authorized to arrange for the Assessor, but the assessment must still be approved by the Section 1 SDRA.
- The written exam, physical fitness test, and all three assessments must be completed within the 36 months prior to submission of the upgrade application. Any of these requirements completed before this must be repeated.

Step 1: For each Assessment, the Candidate will direct a request to the RDRA of his/her home Region. The RDRA will ensure that the Candidate has been appropriately mentored and is ready for Assessment.

Prior to getting a formal Assessment, it is highly recommended that the Candidate obtain one or more mentoring/service assessments.

Step 2: The Candidate will work with Referee Staff to schedule assignment to an appropriate match, and the RDRA will transmit the request and the match information to the ADRA. The Candidate is expected to referee the assigned match whether or not the Assessment takes place.

The Assessment request should be submitted to the ADRA at least two weeks in advance of the match to facilitate assignment of an Assessor. Three week notice markedly improves the likelihood of scheduling an assessor.

Step 3: The ADRA will schedule an Assessor and obtain advance approval for the Assessment from the SDRA. The ADRA should also determine if a National Referee Assessor Candidate can be assigned to the match for an Over-the-Shoulder assessment, with the consent of the Assessor.

Step 3a: The ADRA will notify the Candidate and RDRA.

Step 4: The Assessor will assess the Candidate on the assigned match, provide a debriefing, and send a report to the ADRA, ARA, SDRA and SRA. The report should include the candidate's information; a summary of the assessment; whether the Candidate was recommended for upgrade or for further observation; three areas handled well; and three areas that need improving.

If the Candidate's performance meets the appropriate standard, the Assessor will sign and date the Candidate's Application for Certification. The Assessor must also print their name legibly and indicate the level of the match.

If the Candidate's performance does not meet the appropriate standard, the Assessor will recommend the Candidate for further observation. The Assessor will communicate to the

Candidate the areas of performance that need improvement. The Candidate should work on these areas before requesting another Assessment. The repeat Assessment may be performed by the same or a different Assessor.

It is the Candidate's responsibility to bring his/her Application for Certification to the Assessment for signature.

Step 5: Once the Candidate has met all the requirements and obtained the required signatures, he/she will sign the Application for Certification and forward it to his/her RDRA.

The Candidate must be sure that all the required items are filled out, including:

- *AYSO ID number*
- *Match counts*
- *Signature and date*
- *Check box indicating the level of upgrade*

Electronic transmission is preferred, but the Candidate must ensure that the electronic document is legible.

Step 6: The RDRA will review the Application for Certification for completeness and forward it to the ADRA. The RDRA does not sign the Application.

Step 6a: The ADRA will forward the Application for Certification to the SDRA. The ADRA does not sign the Application.

Step 7: The SDRA will verify the content of the Application for Certification, sign it and forward it to National.

Step 8: The Candidate should receive his/her National Referee Badge from National in the mail within a few weeks.

If it has been over three weeks, please follow up with the RDRA/ADRA.

Policy and Procedure Changes:

The AYSO Area 1/C Referee Assessment and Certification Policy and Procedures may be amended at any time to stay current with National Guidelines. Every effort will be made to inform the Area volunteers of 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