

AYSO Section 10 National Referee Assessment Certification Process

I. Introduction

The Section 10 referee staff is committed to supporting our referees so that all players in Section 10 are provided with well-trained and experienced referees. In order to maintain consistency at the highest levels of officiating within the Section, the following policies and procedures will be utilized for all upgrades to National Referee. Deviations to these procedures may be allowed with prior written approval from either the Section Director of Assessment (SDA) or the Section Referee Administrator (SRA).

II. Assessment Policies and Procedures:

All candidates applying for National Referee upgrade assessment must be a currently registered AYSO volunteer and completed Safe Haven and CDC Concussion Training as documented in Blue Sombrero. All candidates must have a minimum of one year experience as an Advanced Referee before their assessments for upgrade will be authorized.

A. Preparation/Mentoring

Prior to requesting a National assessment, it is highly recommended that the Area and Region Referee staffs provide the candidate with one or more mentors to help the candidate successfully complete the upgrade process. The outcome of this mentoring should be to provide the candidate with experience and feedback at both the 16U and 18U levels to develop the skills required to successfully referee 16U/18U games. The mentoring experience helps prepare the candidate and has been shown to improve the formal assessment experience as well as the proficiency of the referee.

B. Requesting the Assessment

The National Referee candidate must contact his/her Area Director of Referee Assessment (ADRA) to request each upgrade assessment. The ADRA will notify the SDA of the impending assessment request. The referee is responsible for arranging the match of the appropriate age group and duration (see below) for the assessment. It is understood that arranging the assessment match may be part of an established Region or Area scheduling process. The date, time, and location of the match will be provided to the ADRA who in turn will pass on the information to the SDA.

Upon receiving the candidate's request for an assessment, it is recommended that the ADRA obtain status of the candidate's progress/preparation for assessment. The ADRA will then provide this information to the SDA. No one will refuse to schedule or indefinitely delay an assessment when one is requested.

To maximize the SDA's probability of finding a suitable assessor, it is highly recommended that the candidate and/or ADRA provide the match information to the SDA at least two weeks prior to the desired assessment date.

C. Assigning an Assessor

The SDA will choose an assessor from outside the candidate's home Area to provide the best possible assessment experience. The SDA will contact and assign a qualified, AYSO certified National Assessor to the match. The assessor must be on the list of Section 10 approved National Assessors unless he/she is from another section, in which case the assessor's SDA must be contacted to verify the assessor's credentials. While there may be more than one candidate assessed on a match, no assessor will evaluate more than one candidate at a time.

Each of the candidate's assessments, both Referee (2) and AR must be performed by a different assessor.

There will be no more than one assessment per day for any candidate, Referee or AR. The candidate should not referee any other games prior to the assessment such that he/she is fresh and well prepared for the match. Accordingly, there will be no "back to back" Referee assessments scheduled. Candidates will not be scheduled for Referee assessments on consecutive days nor consecutive weekends out of fairness to the candidate. Regardless of "Recommend for Upgrade" or "Recommend for Further Observation" assessment results, time and game experience is required to process the feedback from the assessor and begin to incorporate the feedback into the candidate's game management skill set.

D. Assessment Scheduling/Notification

The SDA will communicate the arrangements of the match, date, time, location, name of candidate and assessor, and contact information for both candidate and assessor. The respective ADRA will also be copied on this correspondence. This will typically be done via e-mail, with phone contact as required. Confirmation of receipt by both the candidate and the assessor to the SDA is required.

If the candidate cannot keep the commitment as scheduled, he/she must contact their ADRA, SDA and the assessor immediately.

If the assessor cannot keep the commitment as scheduled, he/she must contact the SDA immediately so that an alternate assessor can be found. The SDA will once again confirm the match details for the candidate and assessor.

E. Game Criteria

Game level and length: Whereas full length 18U matches required in the AYSO National Referee Program Manual are readily available in Section 10, all matches used for upgrade assessments shall be the 90 minute duration specified for 18U in the National Referee Program (NRP). With prior SRA or SDA approval, a 18U match shortened by no more than 5 minutes per half may be used for assessment. These requests will be judged on a case-by-case basis. B18U matches will be used for assessment purposes as they most often provide the best opportunity for the candidate to display the skills required of a National Referee.

If requested by the candidate, a non-AYSO match of the equivalent age division (or higher) may be used for the assessment. The candidate will have to obtain permission from the association having jurisdiction on the match for the assessment. The match must utilize the Diagonal System of Control and be the duration as specified above. Assistant referees in a non-AYSO match are not required to be AYSO certified, but must be certified by the association having jurisdiction over the match (USSF, NISOA, CIF, etc.). If a high school match is used for assessment, it must be a boys varsity level match.

Assessments during Tournament Season: The same coordination procedures are to be followed during tournament season. Candidates are still expected to arrange the match and this is usually done working with the tournament referee scheduler. The candidate must coordinate this process with his/her ADRA and the SDA. Two week notification of the request to the SDA is still required in order to arrange a suitable assessor for the match. It is incumbent upon the candidate to verify that match has an acceptable duration; many tournaments use shortened matches to accommodate scheduling.

Assessments can be arranged outside of Section 10. Coordination must go through the respective ADRA to the SDA who in turn will work with the SDA of the Section hosting the tournament to make arrangements for an assessor. Since there is an additional layer of coordination between Section SDAs, candidates should provide at least 3 weeks for the coordination to take place.

F. Post Assessment Actions

After the candidate has completed all of the requirements for upgrade, he/she can forward the application via e-mail to the SDA at hurwich@ieee.org or make a copy of the completed application and mail to Bob Hurwich, 16 West Sidlee Street, Thousand Oaks, CA 91360. The SDA will verify the application and process the certification in a timely manner.

If an assessor recommends a candidate “for further observation,” it is strongly recommended that the candidate take time to incorporate the assessor’s feedback. The candidate should work with the ADRA/mentor(s) over a number of games and focus on making improvements to successfully complete future assessments. Taking time to incorporate changes and working on improving referee skills has proven to be beneficial when future assessments are performed. Once the ADRA has confirmed that the candidate has prepared him/herself for assessment, the coordination process described above will be followed for assessment scheduling.

III. Summary

It is recommended that candidates complete the National Referee course, written examination, and physical fitness test prior to starting the assessment process. Although not mandatory, prior completion of these requirements significantly improves the chances of the assessments being successful.

In order to ensure satisfactory assessments critical to a timely upgrade, National Referee Candidates:

- Must have a minimum of one year experience as an Advanced Referee before their assessments for upgrade will be authorized.

- Must request assessments when ready through his/her ADRA to the SDA.

- It is generally expected to take 3-4 years for a candidate to complete the upgrade process. If 4 years have elapsed since taking the National Referee Course, at a minimum, the candidate will have to retake the exam to demonstrate proficiency in the Laws of the Game. If the candidate does not pass the exam on the first attempt, they are highly encouraged to retake the course along with the written exam.

- It is highly recommended that candidates work with a mentor to prepare for assessment. This has been shown to be highly effective in preparing for a successful assessment. Deviations to these procedures may be allowed with prior written approval from either the SDA or the SRA.