



AYSO Area 1-P



Intermediate Referee Observation and Advanced Referee Assessment Certification Policy and Procedures

Last Update: September 3, 2019

Area 1-P 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-P, the following policies and procedures will be utilized for all upgrades to the Intermediate and Advanced Referee levels.

These policies are consistent with and derive from:

AYSO National Referee Program Manual (2019) ¹

AYSO Section One National Referee Assessment and Certification Policy and Procedures (2019) ²

It is the right of every AYSO referee to request and to obtain in a timely manner an observation or assessment by an appropriately trained AYSO assessor. Regional, Area and Section staffs must not refuse to schedule or indefinitely delay an assessment or observation when one is requested.

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.

¹ AYSO National Referee Program Manual (2019)

https://www.aysovolunteers.org/wp-content/uploads/2018/11/2019_National_Referee_Program_Manual.pdf

² AYSO Section One National Referee Assessment and Certification Policy and Procedures (2019)

https://ayso1ref.com/lib1/pdf/Section_1_National_Ref_Assessment_Procedures.July2019.pdf

Intermediate Referee Upgrade

Intermediate observations are entirely designed to upgrade and polish an intermediate referee candidate's work, not to hold referees back. Only in extreme circumstances should the assessor/observer not recommend a candidate for upgrade.

Prior to receiving an observation, it is recommended that the regional referee staff provide the candidate with a mentor. The mentoring experience helps prepare the candidate and has shown to improve the formal observation experience.

Each candidate applying for an intermediate referee upgrade observation must be a currently accepted AYSO volunteer (current year) as reflected in Blue Sombrero.

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-P Policy:

- The required match level for Observation is B12U, except with prior approval of the RDRA. 14U or higher matches may be used, but are generally discouraged. B12U matches are plentiful in Area 1-P.
- Observation is to be performed by a certified Referee Assessor or Referee Assessor Candidate (defined as having taken the class and passed the Assessor Exam) except with prior approval by the ADRA.

The Area 1/P intermediate referee observation process is outlined in the eight (8) steps below.

Step 1 – Schedule a Match: A regional referee wishing to upgrade to the intermediate referee level must line up at least one (1) match (more matches improve the chances of finding an available assessor/observer) of the appropriate age group and length which will be available for the observation and provide this information to their regional director of referee assessment (RDRA) or, if there is no RDRA, the regional referee administrator (RRA) to request an upgrade observation. The RDRA or ARA must also inform the ADRA about the Observation request. To maximize the probability of finding a suitable assessor/observer, it is highly recommended that the candidate accomplish this step of the process at least two (2) weeks prior to the desired observation date.

Step 2 – Estimate Probability: Upon receiving the candidate's request for an observation, the RDRA will timely (a) determine if the candidate has received mentoring (as recommended above) and (b) estimate the probability that the candidate will pass the observation. No one will refuse to schedule or indefinitely delay an observation when one is requested.

Step 3 – Assign an Observer: Upon receiving the candidate's request for an observation, the RDRA will timely contact a certified AYSO referee assessor or Referee Assessor Candidate (defined as having taken the class and passed the Assessor Exam). The Observer can be from the Candidate's home Region. The observer will be assigned to one of the available matches. For observations to be completed at tournament matches, the tournament staff may be authorized by the RDRA or ADRA to arrange for the observer. The observer must be a currently accepted AYSO volunteer (current year) as reflected in Blue Sombrero unless he/she is from another area, in which case the observer's ADRA must be contacted to verify the observer's volunteer status.

Match level and length: Full length 12-U matches that are required in the AYSO National Referee Program manual are readily available in Area 1-P. All matches used for upgrade observations will be 12-U games of 60-minutes in length. If requested by the candidate, a non-AYSO match of the equivalent age division (or higher) may be used for the observation. 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.).

Step 4 – Contact the Observer: After the RDRA has approved the scheduled observation, the RDRA will provide the candidate with the observer’s contact information. The candidate must contact the observer directly to confirm the arrangements.

- If the candidate cannot keep the commitment as scheduled, he/she must contact the RDRA and the observer immediately.
- If the observer cannot keep the commitment as scheduled, he/she must contact the RDRA immediately so that an alternate observer can be found. In this case, Step 3 must be repeated.

Step 5 – Observation: At the completion of an observation, it is expected that the observer will provide the candidate with written feedback in the form of an email with a copy to the ARA, ADRA and the candidate’s RDRA. This written feedback documents the outcome of the observation and lists the areas the candidate performed well and those areas with opportunities for improvement.

The Observer must indicate the level of the match and print their name and Region number legibly on the upgrade application.

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

Step 6 – Submit Application to ADRA: After the candidate has completed all of the requirements for upgrade (including the required match count), the candidate should scan their completed and signed AYSO Application for Referee Certification (see attached example), and e-mail it to the ADRA at derekfabian@gmail.com with a copy to the candidate’s 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 7 – Verify Application: The ADRA will timely verify the application and email it to the AYSO Section 1 Referee Administrator for certification.

Step 8 – Certify Candidate: The AYSO Section 1 Referee Administrator will timely certify the candidate as an intermediate referee, update Blue Sombrero, and mail a certificate and one (1) intermediate referee badge directly to the intermediate referee at his/her home address.

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

Advanced Referee Upgrade

Assessments focus on the candidate's ability to officiate beyond the Intermediate level sufficiently well to handle most AYSO matches with skill equal to an entry-level Advanced Referee. To satisfy the field certification requirements at the Advanced level while refereeing a typical regular season AYSO 14-U game, candidates are expected to be mostly successful in demonstrating:

- Knowledge of the Laws
- Proper application of the Law
- The mechanics of the diagonal system of control
- Proper positioning for restarts

Prior to receiving an assessment, it is recommended that the regional referee staff provide the Candidate with a mentor. The mentoring experience helps prepare the Candidate and has shown to improve the formal assessment experience.

Each Candidate applying for an Advanced Referee upgrade assessment must be a currently accepted AYSO volunteer (current year) as reflected in Blue Sombrero.

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-P Policy:

- The required match level for Assessments is B14U, except with prior approval of the RDRA. 16U or higher matches may be used, but are generally discouraged. B14U matches are plentiful in Area 1-P.
- Each successful Assessment must be performed by a different Assessor.
- The Assessor must be from outside the Candidate's home Region.

The Area 1-P Advanced Referee upgrade assessment process is outlined in the eight (8) steps below. Each referee desiring upgrade to the Advanced Referee level must follow the steps as outlined.

Step 1 – Contact RDRA: A referee wishing to upgrade to the Advanced Referee level must contact his/her Regional Director of Referee Assessment (RDRA) or, if there is no RDRA, the Regional Referee Administrator (RRA) to request an upgrade assessment. The Candidate must also schedule at least one (1) match (more matches improve the chances of finding an available Assessor) of the appropriate age group and length which will be available for the assessment and provide this information to their RDRA. To maximize the probability of finding a suitable Assessor, it is highly recommended that the Candidate accomplish this step of the process at least two (2) weeks prior to the desired assessment date.

Step 2 – Contact ADRA: Upon receiving the Candidate's request for an assessment, the RDRA will timely (a) determine if the Candidate has received mentoring (as recommended above) and (b) estimate the probability that the Candidate will pass the assessment. Area 1-P staff will not refuse to schedule or indefinitely delay an assessment when one is requested. The RDRA must contact the ADRA to request each upgrade assessment.

Step 3 – Assign Assessor: Upon receiving the RDRA's request for an assessment, the ADRA will timely contact and assign a qualified AYSO certified Advanced Assessor to one of the available matches. For assessments to be completed at tournament matches, the tournament staff may be authorized by the RDRA or ADRA to arrange for the Assessor. The Assessor must be a currently accepted AYSO volunteer (current year) as reflected in Blue Sombrero unless he/she is from another area, in which case the Assessor's ADRA must be contacted to verify the Assessor's volunteer status.

Match level and length: Full length 14-U matches that are required in the AYSO National Referee Program manual are readily available in Area 1-P. All matches should be B14-U of regular AYSO length (preferred) or matches with each half not less than 30-minutes (acceptable). If requested by the Candidate, a non-AYSO match of the equivalent age division (or higher) may be used 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.).

To provide the best possible assessment experience, the Assessor must be from outside the Candidate's home region unless authorized by the ADRA prior to the assessment.

Step 4 – Contact Assessor: After the ADRA has approved the scheduled assessment, the ADRA will provide the Candidate with the Assessor's contact information. The Candidate must contact the Assessor directly to confirm the arrangements.

- If the Candidate cannot keep the commitment as scheduled, he/she must contact the ADRA and the Assessor immediately.
- If the Assessor cannot keep the commitment as scheduled, he/she must contact the ADRA immediately so that an alternate Assessor can be found. In this case, Step 3 must be repeated.

Step 5 – Assessment: At the completion of an assessment, it is expected that the Assessor will provide the Candidate with written feedback in the form of an email with a copy to the ARA, ADRA, and the Candidate's RDRA. This written feedback documents the outcome of the assessment and lists the areas the Candidate performed well and those areas with opportunities for improvement.

Step 6 – Submit Application to ADRA: After the Candidate has completed all of the requirements for upgrade (including the required match counts), the Candidate will scan their completed and signed AYSO Application for Referee Certification (see attached example) and e-mail it to the ADRA at derefabian@gmail.com with a copy to the Candidate's 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 7 – Verify Application: The ADRA will timely verify the application and email it to the AYSO Section 1 Referee Administrator for certification.

Step 8 – Certify Candidate: The AYSO Section 1 Referee Administrator will certify the candidate as an Advanced Referee, update eAYSO, and mail a certificate and one (1) Advanced Referee badge to the referee at his/her home address.

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

Expectations of Candidate Performance

Assessors must understand that candidates for upgrade are at the upper end of the skills required at their current certification level and at the lower end of the skills required for the level they are being observed/assessed. Therefore, candidates should not be expected to perform at the highest possible level of the certification for which they are being observed/assessed.

Post-game Debriefs

Observations and assessments should be a positive, win-win experience. There must always be a post-game discussion with the referee. At the completion of the observation/assessment, it is expected that the assessor will provide the candidate with written feedback in the form of an email with a copy to the ARA, ADRA, and the candidate's RDRA. This written feedback documents the outcome of the assessment and lists the areas the candidate performed well and those areas with opportunities for improvement.

Completing the Upgrade Application

Assessors/Observers must also print their name and Region number legibly and indicate the level of the match.

Policy and Procedure Changes:

The AYSO Area 1-P 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-P Referee Administrator or Director of Assessment.

APPROVED:

Derek Fabian

Anthony Robinson

Derek Fabian
Area Director of Referee Assessment, 1-P
derekfabian@gmail.com

Anthony Robinson
Area Referee Administrator, 1-P
aysotony@gmail.com

AYSO Application for Referee Certification

PLEASE RETAIN YOUR COPY OF THIS FORM AS YOUR RECORD OF COMPLETED TRAINING NEEDED FOR UPGRADE

Send a copy of completed form to your Section Referee Administrator.

SRA addresses at <https://ayso1ref.com/nrp/sra-contacts>



Name: _____ Phone: _____ Section _____ Area _____ Region _____

Address: _____ City: _____ State _____ Zip _____

Date of Birth (if under 18) _____ **AYSO ID :** _____

Cumulative matches as Referee: 8U _____ 10U _____ 12U _____ 14U _____ 16U _____ 19U _____

Requirement: Intermediate - 25 with 5 in 12U; Advanced - 50 with 10 in 14U; National - 100 with 30 in 16U or 19U (15 in 19U if available)

Cumulative matches as Assistant Referee: 8U _____ 10U _____ 12U _____ 14U _____ 16U _____ 19U _____

Requirement: Intermediate - None; Advanced - 5 in 14U; National - 25 in 16U or 19U (10 in 19U)

→ **Instructors: sign below for either entire course or individual modules.**

Roster # or AYSOU Date	Authorizing Printed Name, Title, Signature	Date
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Intermediate Referee

CANDIDATE COMPLETED ENTIRE COURSE		Lead	
Mod. 14: More Challenging Matches		Lead	
Mod. 15: Fouls & Misconduct-Intermediate		Lead	
Mod. 16: Offside-Intermediate		Lead	
Mod. 17: Interaction with Coaches & Spectators		Lead	
Mod. 18: The Referee Team & Diagonal System		Lead	
Mod. 19: AYSO National Referee Program		Lead	
Intermediate Referee Examination (Min. score 90%)		Tester	
Observation Level: _____		Observer: _____	

Advanced Referee

CANDIDATE COMPLETED ENTIRE COURSE		Lead	
Mod. 20: Understanding the Advanced Game		Lead	
Mod. 21: Offside-Advanced		Lead	
Mod. 22: Fouls in the Advanced Game		Lead	
Mod. 23: Misconduct: Players, Substitutes, Others		Lead	
Mod. 24: Reading the Advanced Game		Lead	
Advanced Referee Examination (Min. score 90%)		Tester	
Fitness Test		Tester	
Referee Assessment Level: _____		Assessor	
Asst. Referee Assessment Level: _____		Assessor	

National Referee

National Referee Course (Roster # or AYSOU Date)		Lead	
National Referee Examination (Min. score 90%)		Tester	
Fitness Test		Tester	
Referee Assessment Level: _____		Assessor	
Referee Assessment Level: _____		Assessor	
Asst. Referee Assessment Level: _____		Assessor	

I have completed all requirements for certification as:

Intermediate Advanced National Referee

Applicant's Signature	Date

The above referee has completed all requirements for certification as: Intermediate Referee Advanced Referee National Referee

Verifier Position Requirement: Intermediate & Advanced - candidate's ARA or ADRA; National - candidate's SRA or SDRA

Verifier's printed name & position	Verifier's signature	Date