



AYSO AREA 1/C National Referee Assessment and Certification Policy and Procedures (2024-03-01)

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 National Referee level.

Policy:

These policies are consistent with and derive from:

[AYSO National Referee Program Manual \(2023\)](#)

[AYSO Section 1 National Referee Assessment and Certification Policy and Procedure \(2023\)](#)

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 bruce.hancock@ayso1c.org.

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

National Referee Requirements:

- The candidate must be age 18 or older, certified as an Advanced Referee with 12 months experience in grade.
- The National Referee Course. It is strongly recommended that the referee complete at least 80 matches before attending the National Course.
- Passing the written examination and physical fitness test.
- Completion of 100 matches as referee including a minimum of 30 in 16U or 19U, of which 15 must be in 19U. (See Section Policy below)
- Completion of 25 matches as assistant referee with at least 10 in 19U. (See Section Policy below)
- Two Assessments as Referee on a 16U or 19U match. (See Section Policy below)
- One Assessment as Assistant Referee on a 19U match
- Registration as a current AYSO volunteer and current certification on all health and safety requirements, as reflected in AYSO databases.

Assessments and debriefing will be conducted in accordance with, and to the standards of, the current National Referee Program Manual and Section 1 Referee Policy

Assessments are to be done on full-length matches.

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

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 SDR A 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.
- All Assessors must be from outside the Candidate's home Area, except with prior approval by the SDR A, 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 SDR A.
- The National Referee course and written examination must be completed before any assessments are requested.
- 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.

National Referee Upgrade Process:

Step 1: For each Assessment, the Candidate will direct a request to the RDRA of their 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.

National candidates should feel free to seek assessment games outside of their Area or Section. In all cases, however, the candidate must coordinate the assignment of the Assessor with the RDRA and ADRA. *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 3a: The ADRA will schedule an Assessor. Within three days of receiving the candidate's request for Assessment, the ADRA will send out a request seeking an Assessor. The ADRA must obtain advance approval for the Assessment from the SDR A. When an Assessor is identified, the ADRA will notify the Candidate and RDRA. 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 3b: 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 National Referee Certification. The Assessor must also print their name legibly and indicate the level of the match. ***It is the Candidate's responsibility to bring their Application for National Referee Certification to the Assessment for signature.***

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.

Step 5: Once the Candidate has met all the requirements and obtained the required signatures, they will sign the Application for National Referee Certification and forward it to their 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 6a: The RDRA will review the Application for National Referee Certification for completeness and forward it to the ADRA. The RDRA does not sign the Application.

Step 6b: The ADRA will verify the content of the Application for National Referee Certification, and will forward the Application for National Referee Certification to the SDRA. The ADRA does not sign the Application.

Step 7: The SDRA will verify the content of the Application for National Referee Certification, sign it and ensure that the candidate's certification record is updated in a timely manner.

Step 8: The Candidate should receive their National Referee Badge from Section in the mail within a few weeks.

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