



# AYSO Section One National Referee Assessment and Certification Policy and Procedures



October 14, 2009

The Section One referee staff is committed to supporting our referees so that all players in Section One 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 the National Referee level. Prior to getting a formal National assessment it is highly recommended that the candidate obtain one or more friendly mentoring assessments from a National Assessor. The experience helps prepare the candidate and has shown to improve the formal assessment experience.

## **Assessment Policies and Procedures:**

The Section One National Referee upgrade assessment process is outlined in the five steps below. Each referee desiring upgrade to the National Referee level must follow the steps as outlined.

**Step 1:** A referee wishing to upgrade to the National Referee level must contact his/her Area Director of Assessment (ADA) to request each upgrade assessment. The referee must also line up at least one game (more games improve the chances of finding an available assessor) of the appropriate age group and length (see below) which will be available for the assessment and provide this information to the ADA. To maximize the ADA's probability of finding a suitable assessor, it is highly recommended that the candidate accomplish this step of the process at least two to three weeks prior to the desired assessment date. Any assessment involving another section or its assessors must have the prior approval of both the Section One Director of Assessment (SDA) and the involved section's SDA.

**Step 2:** The ADA shall contact the candidate's Regional Referee Administrator or Regional Director of Assessment to verify that the candidate is deemed ready for upgrade (this may be waived if the ADA has personal knowledge of the candidate's readiness). The ADA shall then contact and assign a qualified, AYSO certified National Assessor to one of the available games. The assessor must be on the list of Section One 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. The individual assessor will decide whether one or two assessments may be done during a particular game, however, in no case will more than two be approved.

Game level and length: National Referee candidates shall be assessed on U19 90-minute games. A match shortened by no more than 5 minutes per half or a U16 match may be used for one of the assessments, but only with prior SDA/ASDA approval. These requests will be judged on a case-by-case basis. 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 of suitable duration as specified above. Assistant referees are not required to be AYSO certified, but must be certified by the association having jurisdiction over the match (USSF, NISOA, CIF, etc.).

For referee assessments, the assessor must be from outside the candidate's home Area unless authorized by the Section Director of Assessment (SDA) or Assistant Section Director of Assessment (ASDA) prior to the assessment. Assistant referee assessments may be done by any approved National Assessor.

Each of the candidate's successful assessments must be performed by a different assessor. If a game is judged unsatisfactory or the candidate is recommended for further observation, the same assessor may be used for another assessment.

If the candidate's ADA cannot locate an approved National Assessor directly, he/she is encouraged to contact ADAs from neighboring areas or the SDA/ASDA to see if an approved assessor can be found.

**Step 3:** The ADA must contact the SDA (Glenn Schwartzberg, [gschwartzberg@verizon.net](mailto:gschwartzberg@verizon.net) or 714-390-7342(cell), 909-949-8085(Home)), or the ASDA (Michael Karon [mkayso@roadrunner.com](mailto:mkayso@roadrunner.com) or 310-990-1324 (cell) / 310-657-6485 (home) ) and get approval for the intended assessment. It is requested the ADAs in Areas C, D, F, and P contact Michael and that the ADAs in Areas B, G, H, N, R, U and S contact Glenn. The SDA/ASDA will confirm that the game is of the appropriate length and that the assessor is from outside the

candidate's area (if required) and is on the list of certified National Assessors. This approval must be obtained before the assessment takes place.

**Step 4:** After the SDA or ASDA has approved the scheduled assessment, the ADA shall provide the candidate with the assessor's contact information and 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 ADA and the assessor immediately.
- If the assessor cannot keep the commitment as scheduled, he/she must contact the ADA immediately so that an alternate assessor can be found. In this case, step 3 must be repeated.

**Step 5:** After the candidate has completed all of the requirements for upgrade, the candidate should make a copy of the completed application and send the original to the SDA or ASDA for approval, signature, and submission to the AYSO National Support and Training Center. Candidates in Areas B, G, H, N, R, U and S should mail the application to the SDA (Glenn Schwartzberg, 1354 Lakewood Ave Upland, Ca. 91786-2529). Candidates in Areas C, D, F and P should mail the application to the ASDA (Michael Karon, 125 S Willaman Drive, Beverly Hills, CA 90211). Scanning the completed application and emailing it to the email addresses referenced in Step 3 is acceptable as well.

### **Guidelines for Submitting the AYSO Application for Referee Certification.**

**Candidates for upgrade to National Referee must have:**

- A minimum of one year experience (time in grade) as a Section/Advanced Referee before their upgrade will become effective.
- Completed all upgrade requirements within the three years prior to submitting their application.
  - The guidelines listed above apply to all upgrade requirements except the National Referee Course, which must be completed but has no time restrictions.
  - Candidates should complete the National Referee course, written examination, and physical fitness test prior starting the assessment process. Although not mandatory, prior completion of these requirements significantly improves the chances of the assessments being successful.
- Completely filled out the upgrade application including games completed and signature

APPROVED: \_\_\_\_\_

Jim Miholick  
Section One Referee Administrator

