



# **USSF Assessor's Handbook**

**United States Soccer Federation  
Referee Assessment Program**

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**MANUAL OF THE NATIONAL REFEREE PROGRAM  
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## **Introduction**

This manual describes the United States Soccer Federation Assessment Program. The policies and procedures must be practiced at every level to be fair to our referees and our customers. The groups served (i.e. National Program for Referee Development, Referees, State Referee Committees, State Associations, leagues, etc.) rely on us doing the job uniformly. Due to changes in U.S. Soccer Policy and FIFA's Laws of the Game, the information herein is subject to periodic revision. The State Director of Assessment and the State Referee Administrator are responsible for keeping abreast of all changes via the United States Soccer Federation web site and memorandums published by the National Referee Office.

The job descriptions will detail the responsibilities and duties for each job. The training courses describe the content for Entry, In-Service and State clinics and can be found on the CD distributed by the National office. The Policies express the principles that guide the program. The Procedures describe how the policies should be implemented. The Guidelines help clarify practical matters.

The essence of an assessment is the face-to-face discussion of the official's performance in the game situation. It must be done with compassion, concern, sincerity, and honesty. The official must leave the discussion with knowledge that will help him/her become a more competent referee or assistant referee. The assessment program is a dynamic tool, which provides immediate feedback to the referee on performance strengths and areas in need of improvement.

## **Code of Ethics for Assessors**

1. Service before self.\*
2. I will conduct myself honorably at all times and maintain the dignity of my position.
3. I will never knowingly criticize my fellow assessors.
4. I will be courteous and considerate when critiquing officials during the post game discussion.
5. I will not make statements about any game official except in my official capacity.
6. All my assessments are confidential and are to be shared only according to policy.
7. I will not provide in written feedback anything different from what was discussed with the officials during the post-game discussion.
8. I will not let personal feelings interfere with my objective evaluation.
9. I will not have conflicts of interest in the match, with referees or the players.
10. I will stay abreast of all approved changes to the Laws of the Game and technical procedures.
11. I will give feedback to referees based on currently approved Laws of the Game and USSF procedures.

\*Reference: The Football Association of England motto.

## **Mission Statement**

The United States Soccer Federation Assessment Program will serve the soccer community by improving the performance and development of referees and assistant referees to increase the enjoyment of the game for players, fans and referees. Assessors will exhibit the highest level of ethics and professionalism and will accurately relate the performance of officials, without influence or prejudice, to the individual referee and to the appropriate governing body.

## **Assessment Objectives**

1. To provide guidance and convey constructive advice and information in a predetermined format, which the recipient can understand.
2. To maximize the individual's potential by highlighting areas of strengths, together with technical advice to improve performance.
3. To conduct post-game dialogue in such a way that it will help officials to understand the written feedback.
4. To provide State Associations, the National Referee Department, and the United States Soccer Federation Referee Committee with comprehensive information on its active personnel through the eyes of independent observers working to a nationwide standard. The assessment must be a teaching-learning evaluation, as well as constructive appraisal of performance.

## **Assessment Philosophy**

1. Assessors are experienced coach-mentors, whose referee experience enables them to observe how the referees handle the challenges presented to them by the match.
2. Training, in-service and upgrade clinics for assessors should be held in locations to serve the greatest number of people.
3. Assessors should have officiated at the level they assess, to impart maximum information to the referee based on the observations of match performance.
4. Assessors should observe and comment on how the referee performed during the match and not discuss their own personal preferences or experiences.
5. Assessors will promptly complete and file all required reports and feedback to the officials per current policy.
6. Post-game discussions should be concise and completed within a reasonable timeframe (i.e. 30 minutes.)
7. Assessors must maintain the confidentiality of information contained in assessments.
8. Assessors should have enough practical experience and knowledge of the game to be able to offer the referee alternate practices.

# **ADMINISTRATION/JOB DESCRIPTIONS**

## **National Director of Assessment**

**Function:** To plan, develop, implement and supervise the National Assessment program. To serve as liaison between the USSF and other bodies, in connection with the National Assessment Program. To establish and maintain assessment policies and procedures.

**Requirements:** Five years experience in United States Soccer Federation referee development, having attained the National Assessor level with demonstrated competency in:

1. Administration, program planning and implementation, and management skills.
2. Referee assessment and evaluation.
3. Knowledge of the Laws of the Game and of procedures, techniques, man management, and mechanical skills for referees and assistant referees.

**Appointment:** By the President of United States Soccer Federation.

**Duties:**

1. Referee Assessment- To develop, implement and evaluate programs that support the assessment needs of officials at all levels of the game. To supervise the development, training and testing for all assessor levels. To coordinate and supervise training clinics reflecting regional and state needs. To coordinate and supervise development of advanced assessor training. To provide in-service training for all assessors.
2. General- To provide assessment support to all affiliated Youth and Adult Regional and National Final Tournaments. To provide support to the professional leagues and to provide the Manager of Professional League Referee Assignment and Assessment with a current list of Provisional National and National Assessors and to assist with the assignment of assessors to pro games. To develop training for National Assessors assigned to work the professional leagues. To serve on the technical committee for determination of grade 3 and grade 4 National assessors.

**JOB DESCRIPTION:  
STATE DIRECTOR OF ASSESSMENT**

- Title:** State Director of Assessment (SDA)
- Function:** Carries out the policies of the National Assessment Program at the State Association level.
- Requirements:** Must be a current *State Assessor* grade, or higher, (this may be waived by the National Director of Referee Assessment (NDRA) and the National Office for an interim period required to attain that grade.) with a demonstrated competency in:
- Administration, program planning and implementation
  - Referee assessment
  - Cooperation with all levels of State Administration above, lateral to, and below them.
- Appointment:** Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.
- Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations.
- Reports to:** The State Referee Administrator (SRA), with functional responsibilities to the NDRA and U.S. Soccer.
- Responsibilities:**
- 1. Referees**
    - Provide expertise in connection with State Referee selection and game assignments, and other information required by the SRA.
    - Provide routine feedback to the State Director of Instruction (SDI) with suggestions for topics to be covered by the instructional program.
    - Keep required records of referee assessments.
  - 2. Referee Assessors**
    - To carry out the policies of the National Assessment Program, developing local programs as needed to meet the needs in the State Association.
    - To work with the State Referee Committee to train and develop sufficient assessors to meet the assessment needs of the referees in the State Association.

- To organize programs for developing, testing and upgrading
- Assessors and recommending those upgraded to State Assessor or higher to the NDRA.
- May recommend assessors for upgrade (or downgrade, with cause). All such recommendations are to be reported to the NDRA, and the SRA or State Referee Committee Chairman, as appropriate.
- Coordinate in-service training, registration and certification of Referee Assessors.
- Keep the NDRA and U.S. Soccer apprised of information pertinent to the operation of the program within his/her state, including an annual report of activities and training.
- Maintain contact with assessors throughout the state and promote their welfare.
- Appoint Area or District Directors of Assessment, where geography demands, to carry out the responsibilities of the SDA.
- Appoint assessors for games specified by the U.S. Soccer Manager of Professional League Assignment and Assessment within the timeline as required by the National Office.
- The SDA shall not serve on the SRC in any capacity other than SDA.
- May be called upon to perform other duties in connection with referee assessments by the State Association or the staff of U.S. Soccer.

### **3. Administration**

- Register all Assessors.
- Keep an adequate supply of assessment forms and supporting materials to meet the state's needs.

## **National Assessor**

- Purpose:** To develop the highest level of competence possible among soccer referees in the United States by providing constructive advice to game officials through a system of observation of referee game performance by qualified assessors. National Assessors will motivate the referee to improve their performance and encourage them to adopt a process of self-analysis and evaluation.
- Function:** A National Assessor assesses the game performance of National Referees and National Referee Candidates, as well as other referee grades as assigned. National Assessors assist the observed referees and assistant referees by providing feedback to:
- Improve their game performance level;
  - Maximize their potential;
  - Highlight areas of performance strengths;
  - Define specific areas for improvement;
  - Develop an action plan for future implementation;
  - Give technical advice in a written format that the referee can keep and use to enhance future performance;
  - Serve as a mentor for their continued development.
- Certification:** Elevation to National Assessor status is by invitation only by U.S. Soccer. Candidates are requested to submit a detailed resume of their referee and assessment experience on adult and higher level games since becoming a State 5 referee and State Assessor. Candidates must have obtained a minimum of referee grade 4. Selected candidates will serve as Provisional National Assessors for up to two years and complete at least 10 assessments at the professional level, under the guidance of the NDA and/or a designated coach/mentor, before advancing to full National status.
- Re-Certification:** Successfully complete mandatory National Assessor training course when scheduled, and complete at least 5 assessments, of which 3 are on the expanded pro list, each calendar year at senior amateur or higher level games.
- Duties:**
1. To assess game officials in the performance of their duties from the time the referee's authority starts in a match until the time that authority ends by:
    - Evaluating the official's level of game control;

- Noting significant compliance and noncompliance with the established performance criteria for application of the Laws, accuracy of decisions, procedures and discretionary judgments;
  - Noting areas of field performance strengths and deficiencies;
  - Suggesting specific ways for the officials to improve performance and game management during a post game conference.
2. To send written performance feedback to officials not later than 7 days following the game, or post on electronic web form within 72 hours of the match, summarizing the major points captured in the post game conference.
  3. To perform other duties as assigned by the NDA. These duties may also include:
    - Assessor training and mentoring;
    - Acting as Assessor Instructor to organize and oversee the course training activities;
    - Serving as Tournament Assessor Instructor or Coordinator;
    - Serving as the lead Assessor Instructor for a State Assessor course when assigned by the NDA.

**Restrictions:** A National Assessor must avoid situations which might be considered as a conflict of interest, such as:

- Being an Active National Referee, International Referee or International Assistant Referee;
- Performing upgrade assessments on National Referee Candidates within their jurisdiction, while also serving as SRA, SYRA or State Referee Committee Chairman (SRCC);
- Assessing in a tournament or competition in which they actively referee;
- National Assessors should not be Referee Assignors for Leagues, or LAC's for Pro games.

**Registration:** Provisional National and National Assessors must register annually directly with the National Referee Office.

**Recommended Levels**

**of Assessment:** All levels, with priority to Grade 1 through 5 Referees in adult amateur level or higher matches.

## **Provisional National Assessor**

- Function:** To perform assessments on National Referee Candidates and National Referees, as assigned by the NDA or U.S. Soccer, after having been invited by the above to be a Provisional National assessor based on referee experience, assessments and other contributions to the National program. This is an apprentice position and PNA's are expected to complete a minimum of 10 professional assessments under the direction of the NDA within a two year time period. After review of the completed assessments, the NDA and U.S. Soccer will recommend elevating the candidate to full national status or a return to State Assessor grade.
- Requirements:** By invitation only, by the United States Soccer Federation, based on combined referee experience, assessments, and other contributions to the National referee program. Must have been at least a grade 4 referee and a grade 5 assessor.
- Certification:** Will remain a grade 5 assessor during this period.
- Duties:** Will be assigned to assess National Referee Candidates and National Referees by U.S. Soccer or the NDA. Will complete and submit electronically or with paper form the assessment and feedback to officials within 7 days of match or within 72 hours if done electronically.
- Registration:** Annually through the National Office
- Recommended Level of Assessment:** All levels, with priority to National Referee Candidates and National Referees

## **State Assessor**

- Function:** To perform assessments as assigned by the State Director of Assessment (SDA).
- Requirements:**
- Has one year in grade as a Provisional State Assessor
  - Has assessed a minimum of 30 affiliated games using the Diagonal System of Control, with emphasis on grade 6 referees. (This criteria may be waived by the NDA for current National and retired National and International Referees.)
  - Has the recommendation of the State Director of Assessment
  - Has successfully completed all requirements of the State Assessor course.
- Certification:** State assessors must re-certify annually with the Federation. Assessors are required to perform a minimum number of 8 (eight) assessments, of which 3 (three) must be full assessments at the adult amateur level, as determined by the SDA, within the past twelve months. They must complete five hour in-service training annually, successfully pass the State Referee Level Examination with a minimum score of 85%, and complete the assessor registration form and submit it with payment of current fees.
- Duties:** To assess officials as directed by the SDA. Complete and submit written assessments to the SDA and provide proper feedback forms to the referees assessed within 7 days of the game, or within 72 hours, if filed electronically.
- Registration:** Annually with the Federation through the SDA.
- Recommended Levels of Assessment:** Grade 8 through 5 referees, excluding National Referee Candidates. Recommendations for maintenance or upgrade will not be given by State Assessors to National Referee Candidates, National Referees, or International referees. Observations of referees at these levels become developmental observations.

## **Provisional State Assessor**

- Function:** To perform assessments, assigned by the State Director of Assessment (SDA), for a period of time, after having successfully completed the State Assessor Course. Upgrade to full State Assessor will be made by the SDA, when he/she is satisfied with the number and quality of the assessments performed under their direction. This is an apprentice position.
- Requirements:** Same as State Assessor, but only requires assessment of a minimum of 20 affiliated games using the Diagonal System of control in competitive youth matches or regional youth games, up to U-19. Has achieved a referee grade level of 6 as a referee. One year as a referee assessor. These criteria may be waived by the NDA for active National or retired National and International referees based on referee experience. Has successfully completed a State Assessor Course.
- Certification:** Same as State Assessor
- Duties:** To assess officials as directed by the SDA. Complete and submit written assessments to the SDA and feedback to officials within 7 days of the match, or within 72 hours, if done electronically.
- Registration:** Annually through the SDA
- Recommended Level of Assessment:** Referees grade 8 through 6 as directed by the SDA. Can assess candidates for upgrade from Grade 8 to Grade 7 and for Grade 6 maintenance. Cannot assess National Referee Candidates, National or International referees for maintenance or upgrade.

## **Referee Assessor**

- Function:** To perform assessments as assigned by the State Director of Assessment (SDA).
- Requirements:**
- Has attained a minimum referee grade level of 7.
  - Has performed at least 15 developmental evaluations on grade 7 and 8 referees.
  - Approved by the SDA.
  - Has at least one year in grade as an associate assessor.
  - Is a minimum of 26 years of age.
- Certification:** Must certify annually through the SDA. Re-certification requires a minimum of 2 game assessments at the U-19 level or below, and 5 games overall within the preceding 12 months, completion of assessor registration form, payment of current fees, attend 5 (five) hours of annual in-service training, including taking and passing the Entry Level Referee Examination with a score of 85% or better, as required, and approval of the SDA.
- Duties:** Perform full and developmental assessments of officials as directed by the SDA on grade 7 and 8 referees in competitive youth matches. Complete and submit written assessments to the SDA and provide feedback to the officials within 7 days of the match, or within 72 hours if filed electronically.
- Registration:** Annually through the SDA or SRA
- Recommended Levels of Assessment:** Grade 7 and 8 referees.

## **Associate Assessor**

<b>Function:</b>	This is an entry level position and is primarily a training and probationary position. The associate assessor carries out assessment of officials, using the Diagonal System of Control, using the Developmental forms for observing referees and assistant referees. Under the direction of the SDA, he/she may use the Report of Assessment for Game Officials form for developmental assessments and training.
<b>Requirements:</b>	<ul style="list-style-type: none"><li>• Has been an affiliated referee for a minimum of three years and has attained the level of Referee Grade 7.</li><li>• Has attended and successfully passed the requirements of the entry level assessment course approved by the SDA.</li><li>• Is a minimum of 25 years of age.</li></ul>
<b>Certification:</b>	After successfully completing the Entry Level assessment course, the Associate Assessor is certified for the remainder of the year in which the course was held. Re-certification requires a minimum of 5 developmental observations during that year, and if successfully done, with the approval of the SDA, will result in upgrade to the Referee Assessor level in the next registration period. Must attend 5 hours of annual in-service training including taking and passing the Entry Level Referee Examination with a score of 85% or better.
<b>Duties:</b>	To conduct observations and developmental assessments at the local level under the direction of the SDA or his/her designee. Complete and submit written assessments to the SDA and provide feedback forms to the officials within 7 days of the match or 72 hours, if filed electronically. During this training period the associate assessor should be assigned to less challenging youth games, gradually increasing the level of assignments as he/she gains experience with assessing and in the use of the appropriate forms.
<b>Registration:</b>	Annually through the SDA or SRA
<b>Recommended Level of Assessment:</b>	Grades 7 and 8

# **ASSESSMENT TRAINING COURSES**

## State Assessor Course Agenda

<u>Topic</u>	<u>Time (min)</u>	
Registration/Introductions	15	
Aims/Objectives of Assessment Program	30	
Associate Assessor Job Description	15	
Criteria for Advancement to Referee Assessor	15	
Entry Level Referee Examination	60	
Procedures Referee/AR Video	60	
Assessment Criteria Review	90	
Developmental Form and use	30	
The Report of Game Officials Form and Use	30	
How to Observe a match-Note Taking	30	30
What to Observe in Grade 7 and 8 Referees/ARs	45	
Feedback Form and Content of Post Game Talk	30	
Where to be During an Assessment	15	
Travel to/from and Game Assessment (Youth)	180	
Feedback Role Playing Session	45	
Written Feedback	30	
Completion of Assessment and Feedback Forms	45	
Review of Current Law Changes/Points of Emphasis/Memorandums	60	
Ethics and Assessor Professionalism	30	
Course Evaluation	15	
<b>Totals</b>		<b>15 Hr.</b>

## **Associate Assessor Course Agenda**

<u>Topic</u>	<u>Time (min)</u>
Registration/Introductions	15
Aims/Objectives of Assessment Program	30
Associate Assessor Job Description	15
Criteria for Advancement to Referee Assessor	15
Entry Level Referee Examination	60
Procedures for Referee/AR Video	60
Assessment Criteria Review	90
Development Form and Use	30
The Report of Game Officials Form and Use	30
How to Observe a Match: Note Taking	30
What to Observe in Grade 7 & 8 Referees/ARs	45
Feedback Form and Content of Post Game Talk	30
Where to be During an Assessment	15
Travel to/from and Game Assessment (youth)	180
Feedback Role Playing Session	45
Written Feedback	30
Completion of Assessment and Feedback Forms	45
Review of Current Law Changes/Points of Emphasis/ Memorandums	60
Ethics and Professionalism	30
Course Evaluation	15
<b>Total</b>	<b>15 hr</b>

# **POLICIES**

## **Forms**

**Purpose:** To assure fairness and provide uniformity in the assessment of all levels of referees.

**Objective:** To provide samples of current forms, directions for their use and disposition, and other information to ensure that all State Associations are familiar with the current forms and procedures.

**Official Forms:**

- Developmental form for referees and assistant referees
- Web assessment form for all level referees, with feedback
- Report of Game officials form for all level referees (paper)
- Assessor Feedback form (paper)
- Other-CONCACAF, etc.

**Paper forms available from the National Program for Referee Development Office in Chicago for a nominal fee or from the Referee Page of the United States Soccer Federation referee web site, [www.ussoccer.com](http://www.ussoccer.com).**

## **Distribution of Forms Policy**

**Purpose:** To provide direction to State Referee Committees and others in the distribution of completed assessment forms.

**Objective:** To preserve the confidentiality of assessment information while providing those who have a “need to know” with the information necessary to approve officials for upgrading and maintenance. To assist in assigning officials to various levels of games based on the official's competency and to develop a list of top officials within their state association for development opportunities.

**Policy:** The following persons at the State Referee Committee level may have access to the full assessment reports ( i.e. numerical ratings and feedback) other than their own, as a normal function of the assigned duties:

- State Director of Assessment
- State Referee Administrator.

Assessments may be discussed by the State Referee Committee (SRC) for the purposes of training, development, promotion, or selection of referees for tournaments. SDA's will have access to web based assessments for referees within their state.

Members of the United States Soccer Federation Referee Committee may have access to full assessment reports after submitting such a request to the NDA, through the Chairman of the Referee Committee. The NDA may approve disclosure of assessment information to officers of the USASA or USYSA organizations upon written request from officers of those organizations. Summaries of referee rankings within the State may be provided to State Officials responsible for game assignments and other referee related activities, but individual assessment scores will not be provided. The National Office will control approval/disapproval of requests.

Referees and Assistant Referees are to be provided with the Assessor Feedback to Game Officials form within 7 days of the match, or within 72 hours, if filed electronically on the web.

Copies of the Report of Assessment of Game Officials for grade 5 and below referees are sent to the SDA of the state in which the official is registered. For grade 5 and higher referees, copies go to the National Program for Referee Development Office, as well as the SDA. For web based assessments, the SDA of the referee's state will have access to those assessments.

The NDA and the National Office should be copied on assessments failed by National Referee Candidates and National/International Referees and Assistant Referees, including feedback.

## Performance Grading System

**Purpose:** To standardize the results of recommendations made by assessors

**Objectives:** To clarify whether upgrade and maintenance assessments are acceptable, not acceptable (further evaluation at level) or not rate-able (NR).

All professional games at Division 1 and 2 Professional level (MLS and A League) are considered a sufficient test for National Referee Candidates and National referees. For all other pro list games and amateur games, the assessor must determine if the game is a sufficient test for upgrade or maintenance.

### Numerical Matrix for full assessments

If referee current grade is:	Min. Passing	Not acceptable	Maintain	Upgrade
1 through 4	80	<80	>79	N/A
5 National Candidate	80	<80	N/A	>79
5	75	<75	>74	N/A
6	70	<70	>69	>74
7	70	<70	>69*	>69
8	70	<70	NA**	>69

Note: By state adoption: \* grade 7 maintenance requires one developmental assessment only.; \*\*grade 8 maintenance not required . Upgrade from 8 to 7 requires one full assessment on a U-17, U-18, U-19 or higher, 90-minute match.

**Not ratable assessment (NR)** - To be counted for maintenance or upgrade, the game must meet the following criteria to be ratable (Game must be a sufficient test of the referee's ability at the next higher level for upgrade, or the current level for maintenance):

- The game must be the correct level (U-19, amateur, etc.) for the maintenance or upgrade.
- The game must be using the diagonal system of control with three qualified officials present (i.e. Referee and two assistant referees)
- The game must be a minimum of 90 minute duration (i.e. two 45 minute halves) using the DSC.
- This is the only assessed game in a given day.

If any of the above conditions are not met, the game is not rate-able (NR) and becomes a developmental assessment and cannot be used for maintenance or upgrade game count.

Not acceptable (NA), or further evaluation(FE), rating of performance on a game rate-able for maintenance or upgrade, means that two additional passing assessments, at the level of game failed, must be acquired to replace the failed assessment. For State and National referee maintenance of grade assessments, the first failed assessment requires one passed assessment to offset the failure. Further not acceptable performances will require two passing assessments to offset the failed assessment. For games that are not rate-able (NR), they become developmental assessments and a failure does not affect the game count for passing assessments needed for maintenance or upgrade.

Numerical ratings for each grade level will differentiate the referee's performance. A not acceptable performance is a failure. Passing for maintenance for Grades 8-6 is 70, for Grade 5 is 75 and for National or International referees is 80. Passing score(s) for upgrade to Grade 7 and 6 are 70, to Grade 5 is 75 and to National is 80.

## **Unauthorized Assessments**

- Purpose:** To clarify responsibility for the referee and the State Referee Committees in the use of authorized assessments.
- Objective:** To ensure adherence with standard policies and appropriate channels.
- Policy:** Assessments are deemed unauthorized when:
- Assessors assess referees and /or assistant referees outside the assessor's geographic jurisdiction without prior permission of the host State Association's SDA. This doesn't apply to tournaments in which the Federation appoints assessors, instructors and coordinators.
  - Assessors assess referees or assistant referees who have traveled outside the jurisdiction of the respective official's State Association and have not received either a prior approval from the SDA's of both State Associations involved or prior approval from the NDA. SDA's should keep a written record of permission to travel out of state for assessments.
  - Assessors take assignments without prior approval of their SDA or authorized by the NDA.
  - Assessors assign themselves to games or tournaments, without permission of the SDA's of the States Associations involved.

Exceptions to this policy are referees and assessors receiving assignments from the U.S. Soccer Referee Department Staff.

# **PROCEDURES**

## **Annual Registration**

**Purpose:** To provide direction with regard to annual registration of assessors.

**Objective:** To provide for an orderly administration of all assessors currently active in the program, update and upgrade assessor records, and maintain a database of active assessors. To provide for a standard approach to registration and upgrading and to have an ongoing means of purging the list of persons no longer active in the program.

**Policy:** Assessors must register annually with U.S. Soccer through the standard registration process. State assessors, referee assessors and associate assessors are responsible for completing the forms and sending them to the appropriate SDA or SRA in the absence of a SDA. A check for the appropriate amount, made out to the State Referee Committee, or a designee of the SRC, must accompany the registration.

Upgrade of assessors must be approved by the SDA (or SRA in the absence of a SDA) after careful review of the assessors credentials and game assessment experience. No SDA or SRA may approve himself/herself for upgrade without the written consent and approval of the State Referee Committee (SRC).

Incomplete forms will not be accepted. They will be returned to the SDA.

All assessors are expected to participate in annual in-service training of at least 5 hours, either as a student or as an instructor.

## **Record Keeping at the State Level**

- Purpose:** To provide direction to the State Referee Committee and others in matters concerning retention and disposition of assessment forms and records.
- Objective:** To provide standard procedures regarding the maintenance, retention, and disposition of program associated forms throughout all state associations.
- Policy:** The SDA or, in absence of a SDA, the SRA, is responsible for processing and maintaining assessment records for effective administration of the Assessment Program within the state.
- Registration:** The SDA (or SRA) will maintain a current record of all assessors registered within the state. The record may consist of printouts of the current assessor database maintained by the staff of U.S. Soccer.
- Assessors are responsible for notifying the National Office of any change to their contact information.
- Disposition of Registration Forms:** Original: Forward to Referee Department of U.S. Soccer with 50% of registration fee. Second Copy: Retained by SDA. Third Copy: Retained by assessor.
- Assessments:** Copies of assessments are to be retained by the SDA for a period of three years from the date of the assessment. They may be disposed of after that date. Upgrade assessments must be completed within 12 months of the date of the first upgrade assessment. If not completed within that time frame, the process starts again with a new request for upgrade.
- Assessments for referees (grades 8 through 6) are to be retained at the state level and should not be sent to the Referee Department of U.S. Soccer. Assessors are to send assessments for referees (grades 5 through 1) to the official's SDA and to the Referee Department of U.S. Soccer. Web based assessments will be accessible to the SDA for referees in his/her state. The assessor should retain the original copy.

## **Annual Reports**

Each SDA is asked to submit an annual report of assessment activities within their state to the NDA and to the National Office. It may be part of the annual report submitted by the SRA and/or the State Referee Committee. Any deficiencies in performance of referees and assistant referees noted in assessments that require additional instruction should be forwarded to the SDI for inclusion in in-service training.

### **Assessment Compensation for Matches Assigned by the Federation**

- Purpose:** To provide direction for assessment compensation.
- Objective:** To provide the accurate and appropriate distribution of funds for assessment.
- Policy:** The United State Soccer Federation will pay for the assessments assigned by the NDA and U.S. Soccer as part of the national program for the development of referees.
- Procedure:** U.S. Soccer will assign assessors to cover interstate cup, regional and national tournaments. U.S. Soccer will assign assessors for professional league games and international friendly matches. The NDA and U.S. Soccer will maintain a list of assignments in the electronic database.
- Once proper forms are submitted (either by mail or electronically) and an expense voucher is received at the National Office, U.S. Soccer will approve payment of the assessment fee. Payments will be made upon receipt of proper forms.

# **GUIDELINES**

## **Assessment Payment Guidelines**

**Purpose:** To provide guidance in the payment to assessors for completed assessments. This does not apply for assessments assigned by the NDA or U.S. Soccer.

**Policy:** Referees requesting assessments should do so in writing to their SDA once the game assignment is known. The referee will submit payment of the assessor fee to the SDA prior to the match if payment by the referee is requested. The referee should never pay the assessor at the field on the day of the match.

The SDA will assign the assessor based on the required level of game for the maintenance or upgrade request. Upon receipt of the assessment and feedback forms, the SDA will pay the assessor the required fee.

Requests by leagues for tournament developmental assessments will be made by the leagues to the SDA who will negotiate the fee structure and an agreement as to how the assessors are to be paid. The SDA will insure that all assigned assessors are paid for the service provided at the completion of the tournament. Each SDA is encouraged to contact the Youth and Adult leagues to discuss the benefit of referee assessment in the development of referees. Tournament referee assignors should be encouraged to work with the assigned assessors to select the referees for the quarter, semi and final matches based on game performance in preceding matches.

The SDA should work with the State Youth Association to have assessors present for all State Cup competitions. These games are usually very competitive and provide a good test of the referee's ability to manage competitive matches. These matches also provide the SDA with the opportunity to select assessors for youth regionals and ODP assignments.

The SDA should work with the State Amateur Adult Association to have assessors assigned to intrastate National Cup competitions. These games provide a competitive environment for upgrading referees to State level and for providing maintenance assessments for State referees.

## **Guidelines for USSF Affiliated Tournament Assessments**

### **Youth:**

U.S. Soccer will provide assessment support for the Youth National Championship Tournament in each of the four regions and for the National Finals of youth affiliated organizations. The assessor will hold a pre-tournament clinic for the assessors covering the most recent memorandum and points of emphasis, the forms to be used, assignments, schedule of events and will coordinate the activity of assessors sent by the states. A daily summary meeting should be scheduled, when possible, to review the problems observed during the day's matches. The National Assessor should provide input to the referee assignor for his use in scheduling referees for the semi-finals and finals of the competition. A report should be filed after the competition to the NDA on the tournament activities and listing the top officials observed as a referee and assistant referee.

USSF may provide a National Assessor occasionally to selected Youth tournaments to aid in the assessment process. When USSF sends National Referees to competitions, the National Assessor will report to the NDA and the National Office on their activities as well.

### **Amateur:**

USSF will provide a supervisor to all Adult Regional and National competitions. Additional National Assessors may be provided to all Regional and National Cup competitions. The supervisor or National Assessor will hold a pre-tournament clinic covering the most recent memorandum and points of emphasis, and will report on the official's performance with the approved forms. A report on the tournament activities will be sent to the NDA and the Referee Department of U.S. Soccer at the completion of the event.

**International Friendly:**

The USSF may assign National Assessors to assess selected international friendly matches played in the U.S. In these matches the assessor will contact the referees to discuss game performance. A report on the officials' performance will be forwarded to the appropriate authorities. In the case of foreign officials, all reports are to be sent to U.S. Soccer. Games involving foreign club teams playing in the U.S. will be handled in the same manner. USSF will pay for assessor's fees only when those assessors are assigned by U.S. Soccer.

**FIFA, CONCACAF and Olympic Matches:**

Where there are men's or women's World Cup, U-17, U-20, U-23 or Olympic qualifying matches in the USA, the appointments will come from FIFA or CONCACAF and Referee inspectors will be assigned.

**USSF International Panel:**

The USSF will assign assessments of the U.S. International Panel at the Professional league or other USSF appointments. Feedback and reports will be done in the manner appropriate for the event.

**Visiting Foreign Officials:**

Foreign officials working in the US at tournaments may be assessed by U.S. Soccer at the discretion of U.S. Soccer. All paperwork will be submitted to U.S. Soccer, if required.

**Assessing outside the USA:**

If an assessor is traveling outside the USA and would like to assess matches, a letter of introduction must be obtained from the Referee Department of U.S. Soccer prior to the visit. U.S. Soccer will provide a copy to the National Association being visited, whose permission is necessary.

## Protocol for International Matches

- Appointment:** The appointment to assess friendly international games comes from U.S. Soccer. A National assessor will not be appointed through any other method.
- Arrival:** Arrive at the stadium two hours before the scheduled match. Allow sufficient time to obtain credentials and to locate the locker room and seating location, etc.
- Credentials:** Determine in advance how to obtain the proper credentials and where passes/tickets can be picked up at the venue. The host organization will provide these details.
- Standard of Dress:** USSF blazer, tie and gray or khaki slacks.
- Dressing Room:** Assessors or match inspector should not enter the dressing room unless invited and should leave when requested to do so.
- Foreign Officials:** In the case of foreign officials, the assessor will not be present for the pre-game discussion, unless invited to do so by the officials. You will introduce yourself as the United States Soccer Federation assessor or match inspector assigned to the match and offer to be of any assistance to the referee crew. The assessor will not offer post-game critique to the officials, unless this service is specifically requested.
- Seating:** The assigned seating for the assessor is often in the press box. If you find that location is not acceptable, find the responsible person for seating and politely request a different location. If none is available, graciously accept the assigned location. Remember not to discuss the game official's performance with anyone while in the press box location.
- Game Report:** Get the full names, addresses of the officials and other information from the Referee Department of U.S. Soccer. If an official asks for a copy of his/her performance, it is permissible to give him/her a normal USSF feedback form.

However, the officials are not to be given a copy of the CONCACAF report form. Copies of the assessment report and the CONCACAF inspector report are **to be sent directly** to the **U.S. Soccer Federation Referee Office. Never send the reports directly to CONCACAF!**