

CONNECTICUT STATE REFEREE PROGRAM

POLICY MANUAL



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PART I—GENERAL POLICIES

POLICY 101—CONNECTICUT STATE REFEREE PROGRAM

Rule 1. ESTABLISHMENT AND PURPOSES

Section 1. Connecticut State Soccer Association, Inc., and Connecticut Junior Soccer Association, Inc., jointly establish a State Referee Program for their 2 State Associations.

Section 2. The purposes of the State Referee Program are:

(1) to carry out the National Referee Development Program of the United States Soccer Federation through the SRP; and

(2) to develop the quality and quantity of Federation referees, assessors, instructors, and assignors; to register those referees, assessors, instructors, and assignors required to serve the 2 State Associations and to achieve excellence in officiating, governance, education, and administration.

Rule 2. DEFINITIONS

In this policy:

- (1) “**Federation**” means the United States Soccer Federation, Inc.
- (2) “**CSSA**” means the Connecticut Senior Soccer Association, Inc.
- (3) “**SAC**” means the State Referee Assignor Coordinator.
- (4) “**SDA**” means the State Director of Referee Assessment.
- (5) “**SDI**” means the State Director of Referee Instruction.
- (6) “**SRA**” means the State Referee Administrator
- (7) “**SRC**” means the State Referee Committee.
- (8) “**CSRP**” means the Connecticut State Referee Program established under this policy.
- (9) “**RR**” means the Referees Representative.
- (10) “**TR**” means the Technical Advisor
- (11) “**SYRA**” means the State Youth Referee Administrator
- (12) “**technical staff**” means the SRA, SYRA, SDA, and SDI.
- (13) “**2 State Associations**” means CSSA and CJSA.
- (14) “**CJSA**” means the Connecticut Junior Soccer Association, Inc.
- (15) “**ARA**” means Area referee Administrator

Rule 3. STATE REFEREE COMMITTEE

Title:	State Referee Committee
Function:	Promotes and carries out the National Program for Referee Development for all affiliated soccer within their jurisdiction. Sets policies within the state within the confines of the governing documents of U.S. Soccer and the National Program for Referee Development.
Requirements:	<p>The State Referee Committee should consist of the following positions at a minimum. Others may be added depending on the needs of the SRC:</p> <p>Chairperson State Referee Administrator State Youth Referee Administrator State Director of Referee Instruction State Director of Referee Assessment State Assignor Coordinator President or a representative of the state youth association President or a representative of the state adult association</p> <p>Note: The positions of Chairperson and SRA may be combined with the joint agreement of the state associations.</p>
Appointment:	In accordance with the by-laws and policies of U.S. Soccer, followed by the governing documents of the SRC.
Reports to:	State Association(s) with functional responsibilities to National Program for Referee Development Office.
Responsibilities:	<ul style="list-style-type: none"> • Establish a referee program that is responsive and accountable to U.S. Soccer affiliates. • Hold regular meetings to conduct the affairs of the state referee program. • Provide for such fiscal control procedures necessary for proper fund accounting. Prepare an annual budget, and an annual report of income and expenditures to the state association(s) and U.S. Soccer. • Hear reports from technical members • Vote on and establish policies and procedures for the state referee program within the scope of the National Program for Referee Development. • Disseminate information, including that sent to states from the national office, to the referees within the state • Seek ways to provide development opportunities for referees • Ensure that an effective referee development program is working, which identifies, trains and gives opportunities to promising referees • Forward names of promising referees at various levels of development to the National Office for consideration in academy appointments

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Rule 4. FINANCE

Section 1. The fiscal year of the CSRP shall be from September 1 of one year through August 31 of the following year.

Section 2. The SRC shall provide for fiscal controls and accounting procedures, consistent with generally accepted accounting principles, it considers appropriate to ensure the prudent use, proper disbursement, and accurate accounting of all money of the CSRP, including having a review or audit of the accounts of the CSRP conducted annually.

Section 3. The SRA, with assistance from the other members of the technical staff, shall prepare a proposed annual budget for the SRP. The proposed budget shall be submitted to the SRC not later than July 15th of each year for its approval. On approval of the budget by the SRC, copies of the approved budget shall be provided to the 2 State Associations.

Section 4. The SRC shall also provide the 2 State Associations with quarterly financial statements on the operations of the SRP.

Rule 5. RESPONSIBILITIES OF THE CHAIRMAN AND THE TECHNICAL STAFF

Section 1. The Chairman of the SRC:

- (1) has overall supervisory responsibility for carrying out the CSRP; and
- (2) shall appoint for the 2 State Associations hearing committees to consider and decide cases involving complaints of misconduct away from matches by game officials.

Section 2. The SRA:

- (1) is responsible for the operations and administration of the CSRP and supervises the technical staff, the SAC, RR, and TR; and
- (2) serves as liaison between the Federation's Referee Committee and the SRC.

Section 3. The SYRA shall assist the SRA, with special emphasis on youth matters.

Section 4. The SDA shall carry out the National Referee Assessment Program for the CSRP.

Section 5. The SDI shall carry out the National Referee Instructional Program for the CSRP.

Section 6. The SAC shall carry out the National Referee Assignor Program for the CSRP. It

is responsible for coordinating referee assignments by referee assignors registered with the CSRP. The SAC may not assign games or have the authority to reassign referees who have accepted previous assignments.

Rule 6. STATE REFEREE REGISTRAR

Section 1. The CSRP has a State Referee Registrar appointed by the SRA with the approval of the SRC. The appointment shall be for a term of 2 years beginning on September 1 of each even-numbered year. The SRR may be reappointed and may continue to serve until a successor is appointed.

Section 2. The SRR reports to the SRA and is responsible for the registration of referees, assessors, instructors, and assignors of the CSRP.

Rule 7. ADMINISTRATIVE AREAS AND POSITIONS

Section 1. The SRC shall establish areas within the state of Connecticut for the administration of the CSRP. Each area shall have an Area Referee Administrator, an Area Director of Referee Assessment, and an Area Director of Referee Instruction. They are responsible for the administration of the CSRP within their area and shall report to the SRA.

Section 2. Each Area Referee Administrator shall be appointed by the SRA with the approval of the SRC for a 2-year term and may be reappointed. An Area Referee Administrator may continue to serve until a successor is appointed. The terms of all of the Area Referee Administrators shall begin on September 1 and shall be staggered so that, as nearly as practicable, half of the terms shall begin on September 1 of odd-numbered years and half of the terms begin on September 1 of even-numbered years

POLICY 102—TRAVEL EXPENSES

Part I—GENERAL

The purpose of this policy is to provide the requirements and procedures for travel expenses incurred for the Connecticut State Referee Program (SRP). It is the policy of the SRP that persons carrying out activities for the SRP should not be penalized nor profited in carrying out those activities.

Part II—GENERAL TRAVEL AND REIMBURSEMENT REQUIREMENTS

1. **Payment by State Office Only.** All payments for travel and other reimbursable expenses will be paid through the CSRP Office by check. No payment will be made from cash funds at an event or program.

2. **Reimbursement Request Forms Must Be Used.** Reimbursement Request forms must be used by anyone requesting reimbursement for travel expenses. All information requested on the form is required: name, address, title/position, dates, signature, etc.

3. **Original Receipts Requirement.** Expenditures for more than \$25 (except for mileage) must be submitted with an original receipt in order to be reimbursed. For amounts of \$25 or less, when no receipt can be obtained, the person must submit a personal, signed statement indicating the date, amount, and nature of the expenditure made by that person.

4. **Meal Expenses.** Costs of meals plus tips may not exceed \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Alcohol is not a reimbursable expense. Exceptions from these maximums may be made on an individual basis.

5. **Air Travel.** Air travel will be at the lowest coach class airfare available to the destination. Air travel arrangements are to be made as far in advance of the date of travel as is possible under the circumstances to ensure the lowest possible fare.

6. **Mileage.** Reimbursement for mileage is the current IRS allowance per mile for business (currently 48.5 cents). Reimbursement is not authorized and will not be paid for mileage that is less than a 25-mile radius from home. Mileage reimbursement may not exceed the lowest coach class airfare to the place of destination.

7. **Rental Cars.** Prior to rental of a car, consideration should be given to its required use and other transportation alternatives. The use of rental cars is encouraged when the cost of a rental car is less than the cost of mileage or other means of transportation, such as airport limousines or taxis. The person may only rent an economy or compact-sized car, except when 3 or more individuals are traveling together and using the car. Itemized rental receipts and payment receipts are required.

8. **Timely Submission.** The CSRP Office must receive a Reimbursement Request form within 45 days from the date the expenses are incurred, except that a form for expenses incurred in August should be received at the Office no later than September 15th due to the end of the fiscal year.

9. Payment for Expenses of Other Persons. Expenses incurred for other persons should only be for persons eligible for reimbursement from the CSRP and have not been submitted on any other Reimbursement Request form. You must complete the Reimbursement Request form and then enter the names and titles/positions and amounts of those expenses on the Other Party Expense form. Please note that the detailed amounts on the Other Party Expense form must add up to the total entered on the Reimbursement Request form.

10. Approvals. Only the Chairman of the State Referee Committee (SRC) and the SRA each have approval authority.

Part III—REIMBURSEMENT PROCEDURES

11. Completed Reimbursement Request Forms. A completed Reimbursement Request form with original receipts attached should be submitted directly to the CSRP Office. An incomplete or improperly completed request may cause a delay in processing and may cause the form to be returned to the person submitting the form. Faxed or photocopied receipts are not acceptable.

12. Review of Forms. The CSRP Office will review each Reimbursement Request form for completeness and accuracy and will forward the form, without supporting documentation, to the SRC Chairman or SRA for approval. Copies of receipts will be available to the Chairman or SRA on request. Only a request that is complete and adheres to this policy will be forwarded for approval.

13. Payment. On receiving the approval of a request, a check will be issued by the CSRP Office.

14. Denied Requests. A Reimbursement Request form that is denied will be returned to the person submitting the form.

*Copies of the Reimbursement Request form and the Other Party Expense form are included in the Appendix to this Manual.

**The address of the CSRP Office is as follows:

CSRP
11 Executive Drive
Farmington, CT 06032

POLICY 103—PARTICIPATING OUTSIDE STATE OF REGISTRATION

Part I—GENERAL

1. Many referees, assessors, and instructors from other states and countries are regularly invited to participate in USSF referee activities held in Connecticut. The State Referee Committee strongly encourages this practice as it brings increased value to the players, referees, and spectators at these games.

2. Similarly, referees, assessors, and instructors from Connecticut travel to other states to participate in USSF referee activities. Again, the State Referee Committee supports such travel as it increases the experience of referees, assessors, and instructors from Connecticut and often helps out programs in other states.

3. However, referees, assessors, and instructors coming into Connecticut have often been in violation of Federation policies and proper protocol. Further, our referees and assessors traveling to other states sometimes find that their games and assessments do not count because proper procedures were not followed.

Part II—REFEREES

4. The USSF administrative manual states that any referee traveling outside his or her home state "must inform the SRA/SYRA when traveling out of the state association to work games provided they have met their obligation to the state association." This means that any referee from Connecticut traveling to another state must have permission of the SRA. Such permission can be obtained by contacting the SRA at sra@ctreferee.org or by calling the State Referee Office at (860-676-1161). As long as the referee is in good standing and has fulfilled his or her obligations to the CSRP, permission will be granted. Referees wishing to travel to another state for an assessment *MUST* have permission from the Connecticut SDA who will then contact the SDA in the state to which the referee is traveling. The SDA can be contacted at the State Referee Office or by e-mail at sda@ctreferee.org

5. While USSF policies do not require a referee coming into Connecticut to provide written permission from his or her SRA before being allowed to referee in Connecticut, it is the policy of the CSRP that names of visiting referees are forwarded to the State Referee Office. The State Referee Office will then verify that visiting referees are currently registered with the USSF and, if needed, contact the referee's SRA to ensure the referee is in good standing. Further, the State Referee Office can help to verify that referees coming in from another country are properly certified and have the necessary legal documents required to work in the United States. Anyone inviting referees from out of the state should forward the names to the SRA at the state office (860-676-1161), fax them to the office (860-676-1162), or e-mail the names to office@ctreferee.org

Part III—ASSESSORS

6. USSF policies and procedures specifically prohibit assessors from traveling to another state to conduct assessments without the specific approval of the assessor's home state SDA and the SDA in the state where the assessment will occur. Furthermore, proper

protocol dictates that an assessor traveling out of state first get permission from his or her own SDA and then from the SDA of the state the assessor is visiting. Any assessment given by an assessor without these permissions could be considered to be invalid. Therefore, any assessor from Connecticut traveling out of state to conduct an assessment must first contact the Connecticut SDA who will assist, if needed, in contacting the SDA in the state to be visited. Further, any assessor invited to conduct assessments at any game held in Connecticut must get permission from the Connecticut SDA before conducting any assessment in Connecticut. Anyone inviting the assessor (or the assessor himself or herself) should contact the SDA at the State Referee Office (860-676-1161) or by e-mail at sda@ctreferee.org.

Part IV—INSTRUCTORS

7. It is the policy of USSF and the Connecticut State Referee Program that all activities conducted for the purpose of referee, assessor, or instructor training or which may be used to satisfy referee training requirements, be done in coordination with the State Director of Instruction. This policy is consistent with the policies and procedures of USSF and is proper protocol. This policy pertains to all classes, clinics, and any other form of instruction provided to referees, instructors or assessors within the Connecticut service area. The purpose of this policy is not to restrict such training but rather to ensure that all such training is coordinated, that the SDI is aware of what is being presented, and that proper publicity is given to all appropriate referees. Anyone wishing to invite a guest presenter from another state should first coordinate with and get the permission of the SDI in Connecticut. The SDI can be contacted at the State Referee Office (860-676-1161) or by e-mail at sdi@ctreferee.org.

POLICY 104—SOCIAL SECURITY NUMBERS

1. Social security numbers may not be released outside the State Referee Office to anyone, including clubs, leagues, or certified assignors. Any list provided by the State Referee Office will not include social security numbers. To assist in identification, the Office establishes an index for each individual that consists of first name, last name, telephone number, and birth date. This index will be included as a field in a list the Office provides.

2. There is nothing that prohibits a club, league, or assignor from requesting a social security number directly from an individual. The prohibition only applies to the State Referee Program, preventing it from providing the social security numbers.

POLICY 105—SERVICE AREAS

Section 1. The territory under the jurisdiction of the Connecticut State Referee Program (CSRP) shall be divided into, and administered through, the following 7 service areas:

- (1) **North West Service Area**
- (2) **South West Service Area**
- (3) **Central Service Area**
- (4) **South East Service Area**
- (5) **North Central Service Area**
- (6) **South Central Service Area**
- (7) **North East Service Area**

The service areas will correspond to the geographical boundaries established by the Connecticut Junior Soccer Association, Inc. for the administration of their programs.

Section 2.

(a) As provided by Rule 9 of Policy 101—

(1) each service area shall have an Area Referee Administrator, an Area Director of Referee Assessment, and an Area Director of Referee Instruction who are responsible for the administration of the SRP within their area and shall report to the SRA; and

(2) each area director shall be appointed by the SRA with the approval of the State Referee Committee for 2-year terms beginning on September 1 of either even-numbered or odd-numbered years as provided by subsections (b) and (c) of this section.

(b) The following area directors have terms beginning on September 1 in even-numbered years:

- (1) Area Referee Administrator, North Central Service Area.
- (2) Area Referee Administrator, South Central Service Area.
- (3) Area Referee Administrator, South East Service Area

(c) The following area directors have terms beginning on September 1 in odd-numbered years:

- (1) Area Referee Administrator, Central Service Area
- (2) Area Referee Administrator, South West Service Area.
- (3) Area Referee Administrator, North West Service Area
- (4) Area Referee Administrator, North East Service Area

PART II—REFEREE POLICIES

POLICY 201—MINIMUM MATCH REQUIREMENTS

1. Effective September 1, 2004, each referee certified through the CSRP of the Connecticut Senior Soccer Association, Inc., and the Connecticut Junior Soccer Association, Inc., must satisfy the following minimum match requirements each year:

Referee Grade	Annual Adult Matches	Annual Youth Matches	Total Annual Match Required
National	8	8	16
State One (S-1)	8	8	16
State Two (S-2)	4	8	12
Referee One (R-1)	0	8	8

2. Adult matches must be regular league matches in the CSRP service area. Amateur Cup matches can be used to meet the minimum match requirements.

3. Youth matches must be league or tournament matches in the CSRP service area. League matches must be 45-minute half matches suitable for assessment. Tournament matches must be U17-19 and must be at least 40-minute half matches. Where 45-minute half matches are not available, referees are expected to officiate the highest level of youth matches available in their area of the SRP service area.

4. If no adult matches are available in the area of the referee in the CSRP service area, the referee may substitute youth matches as provided under paragraph 2.

5. A referee may use professional and international matches to satisfy not more than 50 percent of the annual match requirement of the referee.

6. Consistent with United States Soccer Federation Policy 531-8, the SRA is directed to downgrade or not re-certify any referee who consistently or blatantly fails to meet these minimum match requirements. If the SRA downgrades or does not re-certify a referee, the referee may appeal the decision of the SRA to the Connecticut State Referee Committee.

7. If a referee is certified for only part of a year, these minimum match requirements do not apply to the referee for that partial year.

POLICY 202—PART YEAR REGISTRATIONS

Any referee registered during the current calendar year, after the date the United States Soccer Federation has terminated referee registrations for the current calendar year (June 30), will be registered for the next calendar year but may referee for the balance of the current calendar year and will be covered by the Federation's liability insurance policy for the balance of the current year as well as the next calendar year.

Such referee must still attend a recertification clinic and pass the written examination. The referee will not have to pay a recertification fee.

POLICY 203—RECERTIFICATION GUIDELINES

The National Referee Committee recommends the use of the following guidelines for re-registering referees not certified for two years or more:

- Grade 8 referees who miss 1-2 consecutive years of registration can be re-registered as a grade 8 after completing a Referee Re-certification clinic.
- Grade 8 referees who miss 3-4 consecutive years of registration can be re-registered after taking the Referee Bridge (Grade 9 to Grade 8) Course or the entire Entry Level Referee Training Course.
- Grade 8 referees who miss 5 or more consecutive years must re-take the entire Entry Level Referee Training Course.
- Grade 7 Referees and Higher - Referees can only be registered at the grade they qualify for. Referees who were Grade 7 or higher should be downgraded one (1) grade, as per current policy. Once they retake the appropriate course as listed above for grade 8 referees and have completed all the requirements for the previously held grade, they may be upgraded.
- Grade 9 Referees who miss one or two years of registration may be re-certified after fulfilling all re-certification requirements for that grade. A Grade 9 Referee who misses two years of registration can be eligible to take the Bridge Course (9-8) after he or she has met the requirements to be re-certified as Grade 9.

Referees are registered annually, for the period January 1 to December 31. Current year Referee, Assignor, Instructor, and Assessor registration forms are accepted by the National Office from September 01 of the previous year to June 30 of the current year (10 months). Referees who did not have the opportunity to re-register during the prescribed current year registration period may register for the following year without penalty. (e.g. A referee last registered in 2002 may take a 2004 re-certification course in August 2003 without having to pay a 2003 registration fee.) HOWEVER, re-certifying referees who wait until after June 30 to re-register should not be added to assignment lists until the following January 1. (e.g. A referee last registered in 2002 may take a 2004 re-certification course in August 2003 but shall not be assigned until January 01, 2004.)

POLICY 204—REFEREE GAME REPORTS

Section 1. GENERAL

Any referee assigned to the following CJSA and CSSA sponsored competitions MUST submit, in writing, a USSF Referee Report within 48 hours after the game to the CJSA office for CJSA sponsored competitions and to the appropriate leagues for CSSA sponsored competitions. A Supplemental Referee Report is required for all send offs, injuries and any other unusual circumstances

Section 2. CJSA COMPETITIONS

- a) All State Cup games
- b) All State League games
- c) All Region 1 Directors League games
- d) All Connecticut Cup Finals
- e) All send offs from any other competition

Section 2. CSSA COMPETITIONS

- a) The following Leagues: CSL, SASL, WSL, U23, ASLC, CWSLS, ECWSL, FVASC, WLSL, AND SNEASL
- b) All State Adult Cup games
- c) All National Cup games
- d) All send offs from the following leagues: CARSL, CARSWL, AND CWSSL

Section 3. GUIDELINES

The guidelines for sending the reports can be found at www.ctreferee.org

PART III—ASSESSMENT POLICIES

POLICY 301—MINIMUM MATCH REQUIREMENTS

1. Each assessor certified through the CSRP must satisfy the following minimum match requirements each year:

- A. National Assessor and Provisional National Assessor – As required by US Soccer and the National Director of Assessment.
- B. State Assessor and Provisional State Assessor - 8 assessments, of which 3 must be full assessments at the adult amateur level, as determined by the SDA, within the past 12 months
- C. Referee Assessor – 2 game assessments at the U19 level or below, and 5 games overall within the preceding 12 months
- D. Associate Assessor – Recertification requires a minimum of 5 developmental observations during the 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.

2. All assessments are assigned by the State Director of Assessment, the Assistant State Director of Assessment, or an Area Assessment Coordinator. An assessor may assess matches outside of the CSRP service area with permission from the SDA or SRA.

3. Consistent with United States Soccer Federation Policy 531-8, the SRA is directed to downgrade or not re-certify any assessor who consistently or blatantly fails to meet these minimum match requirements. If the SRA downgrades or does not re-certify an assessor, the assessor may appeal the decision of the SRA to the Connecticut State Referee Committee.

4. If an assessor is certified for only part of a year, these minimum match requirements do not apply to the assessor for that partial year.

5. An assessor may request a written leave of absence for up to two years to be reviewed and granted by the SDA and SRA.

POLICY 302—ASSESSOR CERTIFICATION

Section 1. MINIMUM REQUIREMENTS

Associate Assessor

Function: 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.

Requirements:

- Has been an affiliated referee for a minimum of three years and has attained the level of Referee Grade 7.
- Has attended and successfully passed the requirements of the entry level assessment course approved by the SDA.
- Is a minimum of 25 years of age.

Certification: 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.

Duties: 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.

Registration: Annually through the SDA or SRA

Recommended Level of Assessment: Grades 7 and 8

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.

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.

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.

POLICY 303—FIELD EVALUATION REQUIREMENTS

Section 1. GENERAL

This policy amplifies the field evaluation requirements that are contained in the Criteria for Certifying and Upgrading Referee Tables in the United States Soccer Federation (USSF) Referee Administrative Handbook, revised 2005. Referees and assessors, within the Connecticut State Referee Program must comply with this policy for the purpose of referee upgrade and recertification. Referees seeking to obtain assessments out of State must also comply with appropriate SRP policy for officiating out of state.

Section 2. ASSESSMENT CRITERIA

The following criteria apply for all assessments:

1. Type of Match: Formal assessment will only be performed on matches scheduled for 2 full 45 minutes halves, between 2 currently USSF member teams. While some assessments may require a higher level of competition, minimum age level for formal assessments will be U-19. Developmental and Guidance Assessments may be performed at any level of competition on matches of any duration. However, there is still a requirement that both teams be currently USSF affiliated.

2. Formal Assessments: These are assessments required to meet standards for referee upgrade or recertification.

3. Officiating Team: The officiating team shall consist of a referee and 2 assistant referees using the diagonal system of control. All officials must be currently USSF registered. Formal assessments will not be performed on matches that employ one or two-man system or use any club “linesmen.”

4. Assessor: For formal assessments, only assessments assigned by the State Director of Referee Assessment (SDA) will be accepted. Assessors must be currently registered with USSF and be the appropriate grade for the level of assessment that is being performed. Additional requirements on assessor grade and assignment approval are listed below.

5. Reports: For all formal assessments, assessors will use the Report of Assessment of Game Officials form and provide written feedback to each member of the officiating team through an Assessor Feedback to Game Official form. Referees should expect to receive an oral debrief following the match and a written Feedback Report from the assessor within seven days of the match. Assessors must file their Report of Game Officials form with the SDA within 7 days of the match.

6. Rating of Not Acceptable (NA) – Not acceptable 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 do not affect the game count for passing assessments needed for maintenance or upgrade

7. Timing of Assessments: It is the referee’s responsibility to meet the recertification and upgrade requirements within a given year. For upgrades that require multiple assessments, it is recommended that these assessments be spaced to give the official the opportunity to practice the recommendations that are provided during the feedback sessions.

8. Number of Assessments in a Calendar Day: USSF guidelines dictate that an official may only count one assessment in any calendar day regardless of the position being assessed. For circumstances where there is more than one assessment scheduled in a day, the officials are responsible for informing the assessor(s) which match will be counted for which official. The assessor should assist the officials by reminding them of this requirement. If the officials fail to declare prior to the first match, then only the first assessment of the day will count.

Section 3. REFEREE CLASS 1 (GRADE 7) UPGRADE

Type of match: Youth U19 (including U17 & U18) and above to include adult senior amateur matches.

Assessor: Any Referee Assessor, Provisional State Assessor, State Assessor, Provisional National Assessor, or National Assessor is qualified for this level of assessment. The assessor must be assigned to the match by the SDA. Associate Assessors are not used for upgrade assessments.

REFEREE CLASS 1 (GRADE 7) ANNUAL REQUIREMENT

Type of match: Youth U19 (including U17 & U18) and above to include adult senior amateur matches.

Assessor: Any CSRP Assessor

Section 4. STATE REFEREE CLASS 2 (GRADE 6) UPGRADE

Type of match:

(1) Of the 2 field assessments as a referee, at least one must be on an adult senior amateur match. The other match may be on a Youth U19 level of competition.

(2) The field evaluation as an assistant referee must be on an adult senior amateur match or higher.

Assessor: The assessor must be a currently registered USSF State Provisional Assessor or higher.

Section 5. STATE REFEREE CLASS 2 (GRADE 6) ANNUAL REQUIREMENT

Requirement: Each State Referee must obtain an annual field evaluation as a referee to fulfill registration requirements.

Type of match: The level of competition is the same as it is for upgrade. However, it is recommended that the referee use the assessment as an opportunity to grow his/her officiating skills. Therefore the level of competition should test the official's skills.

Assessor: The assessor must be a currently registered USSF State Provisional Assessor or higher.

Section 6. STATE REFEREE CLASS 1 (GRADE 5) UPGRADE

Type of match: All assessments (2 referee and one assistant referee) for this level of advancement must be done at the Top Amateur Division 1 level of competition. The SRC will provide the Director of Referee Assessment with a list of those Divisions and Leagues that provide the level of competition appropriate for this level of evaluation. One of the assessments may be at the Youth U19 level, provided the match is the Regional Youth Finals (or higher). It is suggested that if possible the field evaluation for Assistant Referee be accomplished on a Professional Match (D3 level or higher).

Assessor: Every effort will be made to assign either a State Assessor, a Provisional National Assessor, or National Assessor to these matches. All assignments for this level of upgrade will be coordinated with the SDA prior to the assessment.

Section 8. STATE REFEREE CLASS 1 (GRADE 5) ANNUAL REQUIREMENT

Requirement: Each State Referee must obtain an annual field evaluation as a referee to fulfill registration requirements.

Type of match: The level of competition is top amateur Division I league matches.

Assessor: Any Provisional State Assessor or higher. It is recommended that State 1 Referees that are preparing for advancement to National Candidate be assessed by either a Provisional National Assessor or National Assessor.

Note: Where there are discrepancies between the CSRP manual and current US Soccer Policy regarding field evaluation requirements, the US Soccer policy will govern. See the current US Soccer Referee Administrative Handbook posted at www.ussoccer.com.

POLICY 304—FOCUS OF ASSESSMENTS

1. Assessors perform assessments within the CSRP to assist referees at all levels of the game to improve and sharpen their officiating skills. The assessment program is one of several elements of the CSRP to help improve the quality of support it is able to provide to our customers, the youth and amateur soccer programs in the state.

2. Assessors should approach each match as an objective observer of the officiating team's performance in executing their duties and responsibilities. An assessor translates their observations into constructive feedback to reinforce areas of high proficiency and to identify areas of weakness with suggested changes that will help the officials improve and sharpen their officiating skills.

3. At the same time, the assessor is serving the CSRP by providing feedback on the referee's ability to effectively officiate at the level of competition consistent with his referee grade (or requested upgrade). Objective, honest observation of the official's performance will allow the assessor to meet both feedback requirements.

4. An assessor approaches each assessment with these priorities in mind: Reinforce good practices, identify potential problem areas and recommend solutions, and make a factual report of the official's abilities to the SDA. The guiding principle for all assessments in the state should be the same: Help the official become a better referee.

POLICY 305—ASSESSMENT FEES AND ASSESSOR PAY

Section 1. GENERAL

This policy is effective January 11, 2006. It applies for assessments assigned by the State Director of Assessment (SDA) conducted within the scope of the CSRP. Any exceptions to this policy must be submitted in writing to the SDA for approval.

Section 2. ASSESSOR PAYOUTS

(a) Assessors will be paid according to fee schedule (see paragraph d, section 4). Payments will be tied to the completion of all required paperwork. Feedback forms should be in the possession of referees that were assessed within 7 days following the match. The Report of Assessment should be to the SDA within 10 days of the match. (While these timelines are in keeping with USSF policy, the state recommends that whenever possible the assessor completes all required paperwork with 48 hour of the match.) On receipt of the Report of Assessment, the SDA will notify the State Referee Office to initiate payment to the assessor. If for some reason the referee's payment for the assessment is delayed, the State Referee Program will still initiate payment to the assessor upon submittal of the match paperwork and will initiate follow up with the referee.

(b) REPORTS OF DELINQUENT WRITTEN FEEDBACK TO THE OFFICIALS OR DELINQUENT REPORT OF ASSESSMENTS TO THE SDA WILL BE REVIEWED AND WHERE APPROPRIATE, PENALTIES INITIATED.

(c) New Associate Assessors will have mentors assigned to their first three full assessments. For these assessments with assigned mentors the Associate Assessor will be paid \$30 per assessment. Experienced Assessors who serve as mentors for new Associate Assessors will be paid \$25 for providing oversight and assistance during the match and with the preparation of the Feedback and Report of Assessment paperwork. Timelines for paperwork for Associate Assessors with mentor oversight will be 7 days for Feedback to the match officials and 7 days to the SDA.

CSRP

Assessor Fees

2006

Payments due from CSRP to Assessors

	National, State, and Referee Assessor	
Adult Matches - Assigned by SDA	\$ 65	Full Assessment
Youth Matches - 45 min halves Assigned by SDA	\$ 65	Full Assessment
Educational Assessments 40 min halves	\$ 40	

35 min halves	\$	35
30 min halves	\$	30
25 min halves	\$	25

Fees Paid by Referees

Upgrade Fees

Upgrade Fee due with Upgrade Application	8 to 7	\$	60
	7 to 6	\$	100
	6 to 5	\$	100

Maintenance Fees

There will be no charge to referees for maintenance assessments. An additional fee at registration may be imposed.

National Referees and National Candidates

It is expected that National Referees and National Candidates will obtain their required assessments through assignments to professional and regional matches. When necessary, CSRP will pay up to \$100 per year per referee to bring in National Assessors to observe CSSA matches. National Referees and National Candidates will be billed for amounts that exceed \$100 per year for Assessments.

Section 3. TRAVEL REIMBURSEMENT

When assessment requirements cannot be met within the resources of the state, the SDA may request assistance from outside the state. The CSRP will reimburse assessors who are required to travel from another state to perform an assigned assessment. Authorization for travel requires approval by the SDA. Reimbursement will be at the current IRS travel rate: 36.5 cents a mile. This is reimbursement for expenses associated with using their vehicle to fulfill assessment duties. The SDA will notify the State Referee Office to initiate payment in conjunction with the payment for the assessment.

NOTE: National Referees and National Referee Candidates will be responsible for the payment of any mileage fees associated with the assessments that they arrange to meet their assessment requirements.

Section 4. CANCELLATIONS

(a) If an assessment can not be performed, assessors may still be entitled to compensation based on the following: If the assessor is notified before departing to the field that the match has been cancelled or is not assessable, then no compensation will be paid. The State Referee Office will either reimburse the assessment fee to the referee or hold the payment and apply it toward the next scheduled assessment.

NOTE: Matches that are deemed by the assessor to be non-competitive (i.e., not a sufficient test for the official) are deemed to be full assessments. Payment for these matches will be at the normal match fee schedule and will be the responsibility of the requesting official.

POLICY 306— DISTRIBUTION OF ASSESSMENT FORMS

Section 1. PURPOSE

The purpose of this policy is to provide direction within the Connecticut Referee Program on the distribution of completed assessment forms.

Section 2. OBJECTIVE

The objective of this policy is to provide confidentiality of the completed report while providing those with a “need to know” access to the information necessary to (1) approve officials for upgrading, (2) assign officials to various level of games based on the officials’ competency, (3) develop lists of officials who are in the top 10 or 20 in their grades, and (4) allow for training of assessors.

Section 3. GENERAL POLICY

(a) The following individuals at the State Association level may have access to the full-completed assessment reports (numeric ratings and feedback), as a normal function of their assigned duties:

- (1) State Director of Assessment (SDA)
- (2) State Referee Administrator
- (3) Chairman, State Referee Committee

(b) Without the distribution of the reports, the State Referee Committee may discuss assessment results for the purposes of referee training, development, upgrade, or selection for tournament or other special appointments. Assessment reports are to be viewed as a tool for referee development and not as a document to be accessed in a disciplinary or review for action forums.

(c) The Chairman of the National Referee Committee may approve disclosure of assessment information to officers of the United States Youth Soccer Association and the United States Amateur Soccer Association upon request in writing from those officers. The request will be coordinated directly between the organizations requesting the data and the Chairman of the National Referee Committee with an information copy being provided to the SDA.

(d) Assessor mentors may work with new or newly upgraded assessors in the development of the assessment reports and feedback forms provided the mentor participated with the assessor in the field evaluation.

Section 4. DISTRIBUTION

(a) Copies of the Report of Assessment of Game Officials for Grade 6 Referees and below go to the SDA of the state the officials are currently registered. For Grade 5 Referees in addition to going to the SDA, a copy should also be sent to the National Referee Office. For Grade 5 Referees who are National Referee Candidates, copies of report are forwarded to the appropriate SDA, the Regional Assessor Coordinator, and the National Referee Office. Should a National Referee fail an assessment, a copy of the Report of Assessment and Feedback Report will be also be sent to the National Director of Referee Assessment.

(b) Assessments for matches associated with assignments that are posted on the US Pro Soccer Web-site, will be done directly on line. This will negate most of the distribution requirement. Follow current US Soccer guidelines for distribution requirements with the National Office.

PART IV—INSTRUCTOR POLICIES

POLICY 401—MINIMUM TEACHING REQUIREMENTS

1. Effective September 1, 2004, each instructor certified through the CSRP of the Connecticut State Soccer Association, Inc., and the Connecticut Junior Soccer Association, Inc., must satisfy the following minimum teaching requirements each year:

Instructor Grade	Annual Entry Level Clinics	Annual Recertification Clinics	Total Annual Clinics Required
National	2	3	5
State Instructor	2	3	5
Instructor	2	3	5
Associate Instructor	1	2	3

2. Consistent with United States Soccer Federation Policy 531-8, the SRA is directed to downgrade or not re-certify any instructor who consistently or blatantly fails to meet these minimum teaching requirements. If the SRA downgrades or does not re-certify an instructor, the instructor may appeal the decision of the SRA to the Connecticut State Referee Committee.

3. If an instructor is certified for only part of a year, these minimum teaching requirements do not apply to the instructor for that partial year.

4. An instructor may request a written leave of absence for up to two years to be reviewed and granted by the SDI and SRA.

POLICY 402—INSTRUCTOR CERTIFICATION

Section 1. MINIMUM REQUIREMENTS

The minimum requirements for associate instructor certification are as follows:

- (1) Referee grade: achieved grade of Referee, Grade 1 (R-7).
- (2) Soccer experience: a combination of experience totaling 10 years, where that experience is divided among at least 2 of the following areas: player, coach, referee.
- (3) Training experience: experience delivering training totaling 3 years.
Note: Related experience may be substituted where appropriate.
- (4) Recommendation

POLICY 403—INSTRUCTOR FEES

The instructor (associate or higher) pay for the fiscal year 2005–2006 is as follows:

- (1) new referee clinic: \$40.00 per hour
- (2) recertification clinic grade 8: \$120.00
- (3) recertification clinic grade 9: \$80.00
- (4) one-day clinic: \$40.00 per hour
- (5) for entry and bridge clinics \$30 per hour each for two instructors

PART V—POLICIES APPLICABLE TO STATE ASSOCIATIONS

POLICY 501—ASSIGNMENT OF REFEREES FOR CJSA STATE SPONSORED COMPETITIONS

Part I—GENERAL

Section 101. RESPONSIBILITY FOR ASSIGNMENT

The assignment of referees for CJSA state sponsored competitions is the responsibility of the State Youth Referee Administrator (SYRA) with guidance from the State Referee Committee (SRC). The CJSA Board of Directors, or its designee, shall be responsible for specifying which games are “state sponsored competition” prior to the beginning of each year. That specification will be made sufficiently in advance so that the SYRA, consistent with this policy, will have adequate time to ensure that referees are assigned to state games commensurate with the level of play at each of the state games competitions. The SYRA will advise the CJSA President about all activities associated with the assignment of referees for state games.

Section 102. APPOINTMENT OF SGAC

The SYRA, with the approval of the CJSA President can appoint a State Sponsored Competition Games Assignor-Coordinator (SGAC) who will have responsibility for overseeing the assignment of state sponsored competition games. The SGAC will report to the SYRA.

Section 103. REFEREE LISTS

The SYRA will provide the SGAC with lists of referees that are to be given the opportunity, in furtherance of the CSRP of the SRC to provide for increased and improved referee development, to referee at state games. The lists are not meant to be restrictive, but are intended to provide the names of referees who should be considered first when referee development opportunities arise. When appropriate, the SYRA will also provide the SGAC with a list of referees who are available to work state games. The SGAC shall report to the SYRA on all matters related to referee performance and referee development related to state games.

Part II—RESPONSIBILITIES

Section 201. CJSA BOARD OF DIRECTORS

The CJSA Board of Directors provides guidance for all state sponsored competition games.

Section 202. STATE GAMES ASSIGNOR-COORDINATOR (SGAC)

The SGAC is appointed by the SYRA with the approval of the CJSA President. The primary responsibility of the SGAC is to provide overall direction in assigning referees to all state games. This responsibility includes overseeing the selection of referees for state games, the selection and instruction of referee assignors for state games, the procedures for the payment of referees and referee assignors, and monitoring referee performance at state games. The SGAC shall screen prospective referee assignors for state games and supervise all referee assignors engaged to assign referees to state games. The SYRA or his/her designee shall be responsible for the assignment of all State Cup and Connecticut Cup semi-final and final games. The SGAC is also responsible for monitoring the level of coverage and activities that may occur at state games, including all referee assaults and abuses and referee misconduct.

Section 203. DISTRICT REFEREE ASSIGNORS

Consistent with this policy, including the guidelines of this policy, the SGAC or his/her designee is responsible for selecting referee assignors for state sponsored games in the areas of the assignors, with the approval of the SYRA. They will be under contract to CJSA and report to CJSA through the SGAC. The assignors are responsible for ensuring that referees cover games for which they are responsible. Assignors are also responsible for tracking all expenses they incur related to state games and reporting those expenses allowed for payment in a timely manner. In addition, assignors will ensure that referees are paid as provided by their contracts with CJSA.

Section 204. STATE YOUTH REFEREE ADMINISTRATOR (SYRA)

The SYRA is responsible for referee assignments to state games, as provided in this policy. This responsibility includes ensuring that referees are aware of all state games and encouraging referees to referee these games. When appropriate, the SYRA may require referees in the SRP to make themselves available to referee state games, with such requirement consistent with the policies of the United States Soccer Federation (USSF) and the SRC, especially in regard to the priority of games and the requirements related to timeliness in requiring referees to change games to which they are assigned to referee.

Section 205. STATE DIRECTOR OF ASSESSMENT (SDA)

The SDA is responsible for ensuring that all State Cup and Connecticut Cup Finals are assessed as requested by the SYRA.

Part III—GUIDELINES

Section 301. SGAC

The individual selected for the position of SGAC must be an experienced USSF certified assignor, familiar with state games and the requirements associated with state games. Past state games assignor experience is required. Assignors having letters of endorsement from USSF-member leagues and tournaments that have been assigned are preferred. The individual should be experienced in handling inter- and intra-statewide programs and have proven management skills in working with senior management. The SGAC may personally assign state games, but shall use referee assignors for state games in the areas of assignors to the maximum extent possible. The SGAC shall personally

assign all State Cup semi-final games and above (quarter-final games and above if centrally located).

Section 302. DISTRICT REFEREE ASSIGNORS

Area referee assignors selected to assign referees to state games in their areas must be USSF-certified assignors, familiar with the requirements for state games. Past state games assignor experience is preferred. The SGAC may request that interested assignors submit letters of endorsement from USSF member leagues and tournaments they have assigned.

POLICY 502—ASSIGNMENT OF REFEREES FOR CSSA STATE SPONSORED COMPETITIONS

To be provided by President CSSA

PART VI—CSR P JOB DESCRIPTIONS

I. CHAIRMAN, STATE REFEREE COMMITTEE

Title:	Chairperson, State Referee Committee
Requirements:	Must possess leadership capabilities and knowledge of the National Program for Referee Development. Must be able to coordinate the state referee program to serve both the adult and youth soccer programs, and work in harmony with all USSF affiliates and local officials in the development of the National Program for Referee Development.
Function:	Plans, implements and supervises the state referee committee meetings, ensures compliance with the National Program for Referee Development within the state.
Appointments:	Jointly, by the Adult and Youth State Associations, for a fixed term of two (2) years. May be re-appointed at the discretion of the State Associations.
Responsibilities:	<ol style="list-style-type: none">1. Maintains close communications and consults with members of the State Referee Committee.2. Appoints individuals to subcommittees to assist with State Referee Committee projects and activities.3. Reviews all State Referee Committee reports and short and long range planning by technical directors, and ensures that required reports are submitted in a timely manner.4. Sets meeting schedule and establishes agenda.5. Presides over meetings of the State Referee Committee.

II. STATE REFEREE ADMINISTRATOR

Title:	State Referee Administrator
Function:	Carries out the mission of the National Program for Referee Development within the state. Serves as liaison between the National Referee Department Office, the National Referee Committee and the State Association(s).
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials. The State Referee Administrator may be a member of the State Board or Executive Committee, but shall not be the president or chief officer of the State Association.
Appointment:	State Association(s) (As outlined in USSF Policy 531-1, (1)), for a fixed term of two (2) years. May be re-appointed at the discretion of the State Associations.
Reports to:	State Association(s) with functional responsibilities to National Referee Program Office.
Responsibilities:	<p>The State Referee Administrator may delegate specific duties, but he/she remains responsible for the proper discharge of each duty.</p> <p>1. COMMUNICATIONS</p> <ul style="list-style-type: none"> a. Coordinates activities and appointments with state association officers (adult and youth) and State Youth Referee Administrator. b. Coordinates activities with referee associations, if any exist. c. Coordinates activities with State Director of Instruction, State Director of Assessment and State Assignor Coordinator. d. Maintain liaison with the National Office for general administrative questions. e. Contacts the National Office for proper interpretation of U.S. Soccer Bylaws and Policies. f. Sends information to all referees in the area of: <ul style="list-style-type: none"> (1) Law and rule interpretations. (2) Law and rule changes. (3) Soccer publications. (4) Clinics and courses. g. Makes recommendations for selection of:

- (1) State Director of Referee Instruction, State Director of Referee Assessment and State Assignor Coordinator.
- (2) U.S. Soccer Federation International Referees.

h. Sends list of referee rankings for state to Manager of Professional League Referee Assignment and Assessment for consideration for Assignment to professional and international matches.

2. GRADING OF REFEREES

The State Referee Administrator shall be responsible for applying Federation standards in coordination with referee instructor(s) to grade each referee in his area for each registration period. The State Referee Administrator (or his delegate) shall certify the grade of each referee on the Federation registration form.

3. ADMINISTRATION OF REFEREES

The administrative duties of the State Referee Administrator shall cover the following areas:

a. Referee Registrations

- (1) Maintains adequate supply of current Federation registration forms.
- (2) Insures registration of all referees being assigned for that calendar year.
- (3) Checks all registration forms for proper completion, with particular attention regarding: (a) Referee's grade (b) Physical fitness results (c) Game experience (d) Assessment requirements (e) written examination scores & (f) Signatures and risk management disclosure.
- (4) Collects correct fee for each registration:
 - (a) Splits the U.S. Soccer Federation registration fee according to U.S. Soccer's Policy 531-2.
 - (b) Retains a second sheet of registration form for the SRA's file (yellow copy), if referee registers via a paper form.
 - (c) Keeps a file of referee registrations (current and past 3 years).

b. Referee Experience Records

Note referee experience on the registration forms (or verify it) from year to year for upgrading purposes.

c. Training

Assists in the identification of referee training needs and works with the State Director of Instruction to implement them.

d. Discipline

Provides for disciplinary measures in accordance with U.S. Soccer Federation Bylaws and Policy.

e. Referee Badges and Pins

- (1) Maintains adequate supply of badges, books, pins, etc. from the National Office.
- (2) Controls distribution of badges to currently registered referees.

f. Publications

- (1) Distributes news of all publications.
- (2) Each re-certifying referee will receive directly from the Federation office the *Laws of the Game* or *Laws of the Game Made Easy* and all timely publications, unless the SRC elects to distribute such material at re-certification clinics.
- (3) Responsible for supplying *Laws of the Game* or *Laws of the Game Made Easy* to all new referees.

g. Referee Recruiting

Implements a program to recruit a sufficient number of referees to cover affiliated games with registered officials using the diagonal system of control (DSC).

h. Referee Assignments

The State Referee Administrator shall not serve as a league assignor, or as an assignor for a non-state run tournament within the state, as it will impede other duties and may lead to conflicts of interest. (This applies whether a SRA is an active referee or not).

i. Reports

Shall complete a report of all clinics, including: Entry, Advanced, re-certification, assessment, assignor, instructor, lectures, etc., held each year in the State Association, and send it to the National Office in December of each year. Clinics should include the instructor-in-charge and the number in attendance. Assessment report should include the number of assessments completed and the name of the assessor.

4. FIDUCIARY RESPONSIBILITIES

If the State Referee Committee does not assume these duties, the State Referee Administrator must provide for such fiscal control procedures necessary for proper fund accounting. Prepare an annual budget, and an annual report of income and expenditures to the state association(s) and the National Referee Committee, in accordance with U.S. Soccer Federation Policy.

III. STATE YOUTH REFEREE ADMINISTRATOR

Title:	State Youth Referee Administrator
Function:	Assists the SRA with carrying out the mission of the National Program for Referee Development within the state. Serves as liaison between the U.S. Soccer National Referee Department Office and the State Youth Association.
Requirements:	Administrative ability, knowledge of the needs of the state, ability to work smoothly with state and local officials.
Appointment:	State Youth Association with the advice of the State Referee Administrator in accordance with Policy 531-1 (2) for a fixed two (2) year terms.
Reports to:	State Youth Association with functional responsibilities to State Referee Administrator.
Responsibilities:	<p>1. STATE YOUTH CUP The State Youth Referee Administrator shall be responsible for assigning officials to all Intra-State Youth Cup Games. The SYRA must be a registered assignor to fulfill this duty or delegate it to someone who is a registered assignor.</p> <p>2. ODP TRAINING The SYRA shall help identify officials to attend training at the ODP camps.</p> <p>3. EARLY IDENTIFICATION The SYRA should identify talented officials working youth games and Recommend them to the State Referee Committee for assignment to Regional tournaments.</p> <p>4. REFEREE PROGRAM FOR YOUTH RECREATIONAL PLAY Oversee the youth recreational referee program for the state.</p>

IV. STATE DIRECTOR OF REFEREE ASSESSMENT

Title:	State Director of Assessment (SDA)
Function:	Carries out the policies of the National Assessment Program at the State Association level.
Requirements:	<p>Must be a current <i>State Assessor</i> 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:</p> <ul style="list-style-type: none"> • Administration, program planning and implementation • Referee assessment • Cooperation with all levels of State Administration above, lateral to, and below them.
Appointment:	<p>Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.</p> <p>Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations.</p>
Reports to:	The State Referee Administrator (SRA), with functional responsibilities to the NDRA and U.S. Soccer.
Responsibilities:	<p>1. Referees</p> <ul style="list-style-type: none"> • 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. <p>2. Referee Assessors</p> <ul style="list-style-type: none"> • 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

	<p>NDRA, and the SRA or State Referee Committee Chairman, as appropriate.</p> <ul style="list-style-type: none"> • 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. <p>3. Administration</p> <ul style="list-style-type: none"> • Register all Assessors. • Keep an adequate supply of assessment forms and supporting materials to meet the state's needs.
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V. STATE DIRECTOR OF REFEREE INSTRUCTION

Title:	State Director of Instruction (SDI)
Function:	<p>Carries out the National Instructional Program at the State Association level by conducting (1) Entry Level Referee Courses (Courses); (2) In-Service Training (Clinics) for referees; (3) Training and development of referee instructors; and (4) Developing and furnishing materials, aids and interpretations to support the instructional program.</p> <p>Interprets the Laws of the Game at the State Association Level.</p> <p>Serves as a liaison in matters pertaining to instruction and interpretations of the Laws between the Federation and the State Associations.</p>
Requirements:	<p>A State Referee Instructor for at least one year. It is possible for a Referee Instructor to be appointed as Acting SDI, provided the official has been a Referee Instructor for at least three years and is scheduled to attend the next State Referee Instructor Course. The SDI is to be competent in:</p> <ul style="list-style-type: none"> • Planning, designing, implementation, and administration, including the ability to conclude projects • Referee Program instruction and training <p>Knowledge of the Laws of the Game, including referee procedures, techniques and mechanics</p>
Appointment:	<p>Jointly, for a fixed term, by the State Referee Administrator (SRA) with the consensus of the adult and youth state associations.</p> <p>Initial appointment is for a fixed two (2) year term, with subsequent appointments at the pleasure of the adult and youth state associations.</p>
Reports to:	State Referee Administrator, with functional responsibilities to the U. S. Soccer Federation National Program for Referee Development Office.
Responsibilities:	<p>1. Referees</p> <ul style="list-style-type: none"> • Develops, implements, evaluates and provides at least (5) hours of In-Service training for all levels of referees up to and including State Referee • Administers Entry Level Referee Courses • Conducts recertification of physical fitness test for referees Grade 7 and higher; and written test for all referees grade 8 and higher. • Conducts upgrade courses for upgrades as sanctioned by U.S. Soccer <p>Provides at least six (6) hours of preparatory training for National Referee candidates only.</p>

<p>Responsibilities: (Continued)</p>	<p>2. Referee Instructors</p> <ul style="list-style-type: none"> • Supervises and evaluates the instructional staff within the State Association(s) • Approves the assignment of all instructors, including out-of-jurisdiction. When the assignment is out-of-jurisdiction, ensures that the guidelines cited in this document are followed. • May recommend instructors for upgrade. All such recommendations are to be reported to the Manager of Referee Development and Education, and the State Referee Administrator or State Referee Chairman, as appropriate. May downgrade instructors for cause. • Responsible for ensuring that course content is the approved Federation curriculum. • Ensures that the Instructional Theory Into Practice (ITIP) Referee Instructor Course is taught by a nationally approved instructor with the assistance of the State Director of Instruction. • Conducts annual in-service training for all instructors to disseminate new material, Laws of the Game changes, Laws of the Game testing, and ITIP refresher modules. • Registers all instructors residing within the State Association jurisdiction with the Federation. <p>3. Instructional Programs and Materials</p> <ul style="list-style-type: none"> • Assures in-service training programs are up to date and conform to Federation guidelines • Disseminates Federation training material to all instructors. • Approves all non-Federation sanctioned instructional materials to be used for instruction within the State Association(s). <p>4. Law Interpretation</p> <ul style="list-style-type: none"> • Acts as the sole interpreter of the Laws of the Game within the State, disseminating standardized interpretations. Defers to the U. S. Soccer Federation National Program for Referee Development Office if uncertain about specific interpretations of the Laws of the Game. <p>5. Liaisons and Advisor</p> <ul style="list-style-type: none"> • Acts as liaison between the members of the State Instructional Program Committee, if one exists, for all matters pertaining to instruction, application, and interpretation of the Laws of the Game • Upon invitation, may advise affiliated Leagues, Clubs and Associations in the application and interpretation of the Laws • Acts as liaison between appropriate officials in matters concerning interstate teaching assignments <p>6. Administration</p> <ul style="list-style-type: none"> • Maintains record of all Clinics, Courses and Recertifications held within the state association to include attendees and instructors • Maintains communication with the State Referee Administrator
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VI. STATE REFEREE ASSIGNOR COORDINATOR

Title:	State Assignor Coordinator
Function:	Responsible for the coordination of referee assignments by the referee assignors within the jurisdiction of the State Referee Committee.
Requirements:	Must be a registered U.S. Soccer Referee Assignor. Must be a minimum of 18 years of age and knowledgeable about the levels of games being assigned to referees within the State Association.
Appointment:	Jointly appointed, for a fixed two (2) year term, by the State Associations based on a recommendation from the State Referee Committee (SRC) or the State Referee Administrator if there is no SRC.
Reports to:	State Association(s) with functional responsibilities to National Program for Referee Development Office and the State Referee Committee.
Responsibilities:	<p>Determine priority of referee assignments each week for the State Associations based on what is scheduled for that week.</p> <p>Determining that all assignors meet the policy of U.S. Soccer Policy 531-8 with regard to registration.</p> <p>Serve as a member of the State Referee Committee</p> <p>Set up Entry Level Assignor Clinics.</p> <p>Set up recertification clinics for assignors if approved by the State Referee Committee.</p>

VII. AREA REFEREE ADMINISTRATOR

Title: Area Referee Administrator (ARA)

Function: To carry out, within the specified geographic area of the Connecticut State Referee Program (CSRP), the administrative responsibilities of the CSRP administered by the State Referee Committee (SRC) for both State Associations Connecticut State Soccer Association, Inc. (CSSA) and Connecticut Junior Soccer Association, Inc. (CJSA).

Requirements: Strong leadership, administrative, and communication skills. Must possess working knowledge of the needs and directives of the CSRP, and be able to work with the State Associations and local officials. The ARA may not be an elected official of a National association or either of the State Associations. The ARA may not be an officer of a member club of either of the State Associations. The ARA may independently assign referees to USSF sanctioned matches with the permission of the SRA.

Appointment: Each ARA is appointed by the State Referee Administrator (SRA), with the approval of the SRC. The ARA is a non-paid position.

Term: Each ARA is appointed for a term of 2 years and may be reappointed. Each term begins on September 1 of a given year, as designated by the SRC.

Reporting: Each ARA reports to the SRA.

Responsibilities: An ARA is responsible for carrying out, within the specified geographic area, the administrative activities of the CSRP as designated by the SRA. Primary responsibilities may include: coordination of certification, recertification, and in-service referee clinics within the geographical area; coordination of assignment of instructors for clinics in conjunction with the SDI; coordination of assignment of assessors for matches played within the geographical area with the SDA, and coordination of the assignor program with the SAC. With permission of the SRA, the ARA may appoint staff to assist and support the ARA in carrying out his / her duties.

CSRP EXPENSE REPORT



FIRST, MID INITIAL, LAST NAME

TITLE

WEEK ENDING

PURPOSE OF TRIP OR EXPENSE:

	LOCATION		AUTOMOBILE MILEAGE			LODGING	MEALS If yes enter 1	\$\$\$ AMOUNT	EXPENSES and FARES AIR, TAXI, LIMO, AUTO, GAS, SUPPLIES, ETC	TOTAL AMOUNT
	FROM	TO	MILES	RATE	AMOUNT					
1				40.5						
2				40.5						
3				40.5						
4				40.5						
5				40.5						
6				40.5						
7				40.5						
8				40.5						
9				40.5						
10				40.5						
11				40.5						
12				40.5						
13				40.5						
14				40.5						
15				40.5						
16				40.5						
17				40.5						
18				40.5						

COLUMN TOTALS

CSRP Allowances/Instructions:

Mileage (\$\$per mile) \$0.405
Meals ("per diem" only) \$50.00

SUMMARY

Mileage	Lodging
Food	Expenses
Paid Airfare	Advances

LESS PAID AIRFARE
(enter total)

LESS ADVANCES
(enter total)

NET AMOUNT

WRITTEN NET AMOUNT:

Dollars

Enter expense items daily
Use ink for all entries
Obtain receipts for lodging, auto rental, air fares, and business purchases
Obtain receipts for all costs over \$25.00

APPROVAL (print name)

TITLE

Retain a copy for your records

APPROVAL SIGNATURE

DATE

NET AMOUNT PAYABLE TO

INDIVIDUAL

CSRP

