

POLICY MANUAL

**OF THE
METRO DC – VIRGINIA STATE REFEREE PROGRAM
OF
METROPOLITAN DC–VIRGINIA SOCCER ASSOCIATION, INC.
AND
VIRGINIA YOUTH SOCCER ASSOCIATION, INC.**



**NEW MDCVASRP
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**Publication Date
May 30, 2017**

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PART I—GENERAL POLICIES

POLICY 101—STATE REFEREE PROGRAM

SECTION 1. ESTABLISHMENT AND PURPOSES

Subsection 1. Metropolitan DC-Virginia Soccer Association, Inc., and Virginia Youth Soccer Association, Inc., jointly establish a State Referee Program for their 2 State Associations.

Subsection 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, and register those referees, assessors, instructors, and assignors required to serve the 2 State Associations in achieving excellence in officiating, governance, education, and administration.

SECTION 2. DEFINITIONS for the acronyms or labels used in this manual are:

- (1) “**Federation**” means the United States Soccer Federation, Inc.
- (2) “**MDCVSA**” means the Metropolitan DC-Virginia Soccer Association, Inc.
- (3) “**LAC**” means the State Referee Local 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) “**SDASLN**” means the State Director of Assignment/Assignor Liaison.
- (8) “**SRC**” means the State Referee Committee provided for under Section 3 of this policy.
- (9) “**SRP**” means the State Referee Program established under this policy.
- (10) “**SRR**” means the State Referee Registrar provided for under Section 8 of this policy.
- (11) “**SYRA**” means the State Youth Referee Administrator
- (12) “**Technical staff**” means the Chairman, SRA, SYRA, SDA, and SDI.
- (13) “**2 State Associations**” means MDCVSA and VYSA.
- (14) “**VYSA**” means the Virginia Youth Soccer Association, Inc.
- (15) “**MDCVASRP**” means the Metro DC-Virginia State Referee Program.

SECTION 3. STATE REFEREE COMMITTEE

Subsection 1. There is a State Referee Committee. The SRC is responsible for carrying out this policy, including the development of the SRP in—

- (1) administration;
- (2) registration;
- (3) recruitment;
- (4) instruction;
- (5) mentoring;
- (6) assessment;

- (7) retention;
- (8) assignment.

Subsection 2. The SRC is composed of the following:

- (1) the Chairman;
- (2) the SRA;
- (3) the SYRA;
- (4) the State Association representative from MDCVSA;
- (5) the State Association representative from VYSA;
- (6) the SDA;
- (7) the SDI;
- (8) the SDASLN.
- (9) the Presidents of MDCVSA and VYSA, who shall be ex officio, non-voting members.

Subsection 3. SRC Office Appointments

(a) Each voting member of the SRC referred to in Subsection 2 of this section has a term of 2 years and may be reappointed. A voting member may continue to serve until a successor is appointed. The term of each voting member shall begin on July 1 of each of the years specified in Subsection 4 of this section.

(b) Each voting member of the SRC is discouraged from holding any office in a referee association to avoid any real or perceived conflict of interest between the member's responsibilities to the SRP and the referee association.

Subsection 4. Each of the voting members of the SRC referred to Subsection 2 of this section shall be appointed as follows:

- (1) the Chairman, appointed by the 2 State Associations for terms beginning in odd-numbered years.
- (2) the SRA, appointed by the 2 State Associations for terms beginning in odd-numbered years.
- (3) the SYRA, appointed by VYSA with the advice of the SRA for terms beginning in even-numbered years.
- (4) the MDCVSA State Association representative, appointed by MDCVSA for terms beginning in even-numbered years.
- (5) the VYSA State Association representative, appointed by VYSA for terms beginning in odd-numbered years.
- (6) the SDA, appointed by the 2 State Associations on the recommendation of the SRC for terms beginning in even-numbered years.
- (7) the SDI, appointed by the 2 State Associations on the recommendation of the SRC for terms beginning in even-numbered years.
- (8) the SDASLN, when appointed by the SRC as the State Director of Assignment for terms beginning in odd-numbered years. Note: based upon the needs of the State Referee Program and SRC decision, if the SDASLN is appointed as the Assignor Liaison, he or she is a non-voting member of the SRC.

Subsection 5. The SRC shall meet at times, dates, medium, and places determined by the SRC Chairman, but shall meet at least 4 times a year. Proceedings of the SRC shall be conducted in accordance with the latest authorized version of Robert's Rules of Order. A meeting of the SRC shall be called on the request of any 3 members of the SRC. Each voting member of the SRC shall have only one vote at a meeting.

Subsection 6. The Chairman shall preside at all meetings. In the absence of the Chairman, the SRA shall preside.

SECTION 4. SPECIFIC SRC RESPONSIBILITIES

In carrying out this policy, the SRC shall develop and oversee the implementation of the following activities and programs:

- (1) the adoption and revision, as appropriate, of job descriptions for all positions of the SRP;
- (2) the timely submission of registration forms of referees, assessors, instructors, and assignors;
- (3) procedures for upgrading referees;
- (4) scheduling, instruction, and testing for re-registration;
- (5) cooperating with the Federation National Referee Office in the use of computer-related systems;
- (6) determining the level and number of games a referee must officiate annually to reregister at the referee's existing grade level;
- (7) developing a recruitment program that identifies prospective candidates through advertising, promotional articles, and speaker bureaus;
- (8) scheduling, instruction, and testing for new referees, assessors, instructors, and assignors;
- (9) providing courses for all levels of referees, assessors, instructors, and assignors and producing training aids under the guidance of the SDI;
- (10) training and recruitment of assessors under the guidance of the SDA;
- (11) the coordination and assignment of assessors to youth and amateur games, including the assignment of assessors to meet the assessment needs of referees;
- (12) providing for mentoring promising referees;
- (13) retaining currently registered referees, assessors, instructors, and assignors, including the direct communication with them using publications and other means;
- (14) compiling and providing a list of registered referees for use in assigning games within the jurisdiction of the 2 State Associations;
- (15) being the Referee Discipline Committee considering and deciding appeals of decisions of hearing committees when game officials are found guilty of misconduct;
- (16) setting the priority of assignments for state-level competitions; and
- (17) overseeing the coordination and assignment of referees for competitions of each of the 2 State Associations and providing referees for competitions of USASA and USYSA Region I.

SECTION 5. FINANCE

Subsection 1. The fiscal year of the SRP shall be from July 1 of one year through June 30 of the following year.

Subsection 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 SRP, including having a review or audit of the accounts of the SRP conducted annually.

Subsection 3. The SRC Chairman, 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 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 upon request.

Subsection 4. The SRC shall also, upon request, provide the 2 State Associations with quarterly financial statements on the operations of the SRP.

SECTION 6. RESPONSIBILITIES OF THE TECHNICAL STAFF

Subsection 1. The Chairman of the SRC

- (1) has overall supervisory responsibility for carrying out the SRP; and
- (2) shall appoint for the 2 State Associations hearing committees to consider and decide cases involving complaints of misconduct by game officials.
- (3) shall develop the annual budget for the SRC.
- (4) manage the State Referee Program administrative staff, as needed.

Subsection 2. The SRA

- (1) manages for the operations and administration of the SRP and supervises the technical staff, the SDASLN, LAC, SRR, and Area Directors of Referee Administration, Instruction, and Assessment; and
- (2) serves as liaison between the Federation's Referee Committee and the SRC.

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

Subsection 4. The SDA shall carry out the National Referee Assessment Program for the SRP.

Subsection 5. The SDI shall carry out the National Referee Instructional Program for the SRP.

SECTION 7. RESPONSIBILITIES OF OTHER REFEREE PROGRAM STAFF

Subsection 1. STATE DIRECTOR OF ASSIGNMENT/ASSIGNOR LIAISON

- (1) The State Referee Committee understands the importance that assignors play in the referee development program, and understands that assignors have a business interest in assigning league and tournament matches. The SRC also understands that it is essential to have an assignor representative on the SRC. However, an active assignor can affect a referee's development more than any other position, as the level and quality of matches are controlled by the assignor. The potential for conflicts of interest in affecting a referee's development by an assignor, whether realized or perceived, necessitate a balance in governance of the assignor representative on the SRC and selection of the State Director of Assignment or an

Assignor Liaison by the SRC. Accordingly, the SRC will appoint either a State Director of Assignment or an Assignor Liaison to be the voice of assignor issues and the main communicator to assignors in the state. The State Director of Assignment will be a voting member of the SRC and is not allowed to be an active assignor. The Assignor Liaison may be an active assignor, but will not have a vote during SRC voting decisions. The SRA will nominate either a State Director of Assignment or an Assignor Liaison biannually during the odd-numbered year. The title, rationale and decision will be approved by the SRC. The appointment shall be for a term of 2 years beginning on July 1 of each odd-numbered year. The SDASLN may be reappointed and may continue to serve until a successor is appointed.

- (2) The SDASLN reports to the SRA and is responsible for coordinating referee assignments and assignor issues with referee assignors registered with the SRP. The SDASLN may not assign games or have the authority to reassign referees who have accepted previous assignments

Subsection 2. STATE REFEREE REGISTRAR

- (1) The SRP has a State Referee Registrar nominated by the SRA and approved by the SRC. The appointment shall be for a term of 2 years beginning on July 1 of each even-numbered year. The SRR may be reappointed and may continue to serve until a successor is appointed.
- (2) The SRR reports to the SRA and is responsible for the registration of referees, assessors, instructors, and assignors of the SRP

Subsection 2. STATE REFEREE LOCAL AREA COORDINATOR (LAC) ASSIGNOR

- (1) The LAC is responsible for assigning referees to matches for which the State Referee Committee (SRC) has determined are levels of matches that require senior referees.
- (2) The LAC is appointed by the SRA with the approval of the SRC and serves for a period of two years and can be re-appointed.
- (3) The LAC reports to the SRA
- (4) The LAC can also be the National Assignor

Subsection 3. NATIONAL ASSIGNOR¹

- (1) The National Assignor is responsible for assigning referees to Developmental Academy and Pro matches for which US Soccer has requested referees.
- (2) The National Assignor is appointed by US Soccer and nominated by the SRC.
- (3) The National Assignor reports to US Soccer and communicates with the SRC regularly.
- (4) The National Assignor can also be the LAC, if the SRC deems it efficient and worthwhile to the program.

SECTION 10. REGIONAL AREAS STAFF POSITIONS

¹ NOTE: The National Assignor is not part of the State Referee Program. The position is addressed for clarity, but its Functions, Requirements and Responsibilities are outlined by US Soccer and as such are not included in Part VI of this manual.

Subsection 1. The SRC shall establish areas within the District of Columbia and Virginia for the administration of the SRP. Each area shall have an Area Director of Referee Administration, an Area Director of Referee Assessment, and an Area Director of Referee Instruction. They are responsible for the administration of the SRP within their area and shall report to their respective State Level counterpart (SRA, SDA and SDI).

Subsection 2. Each Area Director of Referee Administration will be nominated by the SRA with the approval of the SRC for a 2-year term and may be reappointed. An Area Director of Referee Administration may continue to serve until a successor is appointed. The terms of all the Area Directors of Referee Administration shall begin on July 1 and shall be staggered so that, as nearly as practicable, half of the terms shall begin on July 1 of odd-numbered years and half of the terms begin on July 1 of even-numbered years and that, within each area, not all 4 regional terms begin on July 1 of the same year.

Subsection 3. Each Area Director of Assessment will be nominated by the SDA with the approval of the SRC for a 2-year term and may be reappointed. An Area Director of Assessment may continue to serve until a successor is appointed. The terms of all the Area Director of Assessment shall begin on July 1 and shall be staggered so that, as nearly as practicable, half of the terms shall begin on July 1 of odd-numbered years and half of the terms begin on July 1 of even-numbered years and that, within each area, not all 4 regional terms begin on July 1 of the same year.

Subsection 4. Each Area Director of Instruction will be nominated by the SDI with the approval of the SRC for a 2-year term and may be reappointed. An Area Director of Instruction may continue to serve until a successor is appointed. The terms of the Area Director of Instruction shall begin on July 1 and shall be staggered so that, as nearly as practicable, half of the terms shall begin on July 1 of odd-numbered years and half of the terms begin on July 1 of even-numbered years and that, within each area, not all 4 regional terms begin on July 1 of the same year.

POLICY 102—TRAVEL EXPENSES

SECTION 1. GENERAL

The purpose of this policy is to provide the requirements and procedures for travel expenses incurred **by individuals carrying out activities for** the MDCVASRP **where there is no compensation paid to those individuals**. It is the policy of the SRP that persons carrying out activities for the SRP should not be penalized nor profit in carrying out those activities.

When individuals are carrying out activities for the MDCVASRP and they receive compensation for those activities (i.e. assessors who receive an assessment fee, instructors who are paid for the classes they teach, or referees who receive a game fee or honorarium), the responsible member of the Technical Committee shall be authorized to pay travel expenses whenever travel is excessive and the compensation paid to the individual does not cover his or her costs.

SECTION 2. GENERAL TRAVEL AND REIMBURSEMENT REQUIREMENTS

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

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

Subsection 3. Original Receipts Requirement. Expenditures for more than \$25 (except for mileage) must be submitted with an original receipt 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.

Subsection 4. Meal Expenses. Costs of meals plus must be reasonable. An example of reasonable expenses for meals by location is provided by the Government Services Administration's (GSA) Joint Travel Regulations per diem rates (<http://www.gsa.gov/portal/content/104877>). Alcohol is not a reimbursable expense. Exceptions from reasonable rates of meals may be made on an individual basis if approved by the SRC Chairman or SRA.

Subsection 5. 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. Requests for Business Class airfare for travel Outside the Continental United States (OCONUS) may be requested and approved by the SRC Chairman or SRA, if the travel is for official MDCVASRP business.

Subsection 6. Mileage. Reimbursement for mileage is paid at \$.50/mile. Reimbursement is not authorized and will not be paid for mileage that is less than a 50-mile radius from home. Mileage reimbursement may not exceed the lowest coach class airfare to the place of destination.

Subsection 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. A 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.

Subsection 8. Prior Approval. Use of Air travel and Rental cars must have the prior approval by the appropriate program manager (SRA, SYRA, SDA, or SDI).

Subsection 9. Timely Submission. The SRP Office must receive a Reimbursement Request form within 45 days from the date the expenses are incurred. Any expense request after the 45 days may be denied reimbursement by the SRC.

Subsection 10. Payment for Expenses of Other Persons. Expenses incurred for other persons should only be for persons eligible for reimbursement from the SRP 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.

Subsection 11. Approvals. Only the Chairman of the State Referee Committee (SRC) and the SRA each have approval authority for reimbursements.

SECTION 3. REIMBURSEMENT PROCEDURES

Subsection 1. Completed Reimbursement Request Forms. A completed Reimbursement Request form with original receipts attached should be submitted directly to the SRP 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.

Subsection 2. Review of Forms. The SRP 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.

Subsection 3. Payment. On receiving the approval of a request, a check will be issued by the SRP Office.

Subsection 4. 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 Appendices to this Manual.

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

Metro DC–Virginia State Referee Program
2241-E Tacketts Mill Drive,
Woodbridge, VA 22192

SECTION 4. REIMBURSEMENT STIPENDS

To promote referee growth and professionalism, the State Referee Committee strongly encourages that State-sponsored events such as ODP Friendlies, State Cup Finals Weekends, Neptune Soccer Classic Academy, President’s Cup Championships, ODP Region 1 Championships, and Region 1 National Championships, and similar SRP sponsored events are incorporated fully into the state-wide referee development program. These events offer opportunities for a higher level of competition and require that our delegations be composed of officials capable of officiating at senior levels. For these state-wide events, which encompass at a minimum a full weekend of officiating, training, and assessments, participating officials, assessors, instructors, and administrators are required to devote the entire weekend to the event. In addition, the SRC is committed to ensuring that each area of the state is represented in our delegations.

The State Referee Committee recognizes that the very referees we seek to participate in these state-sponsored events are in high demand by assignors across the state. They are highly competent, professional, willing to put aside personal interests for the good of the event, and committed to youth matches. Although the primary purpose of participating in such events is for the referee’s own personal development and growth, the SRC recognizes that compensation is appropriate and warranted. To that end, it is policy that compensation for all such events encompassing at least a full weekend’s commitment, is limited to the following.

All referees, assessors, instructors, and administrators selected to participate will receive:

- Room and board, as needed, from either the State Referee Committee (State Cup Finals, ODP Friendlies) or VYSA (ODP Region 1 Championship, Region 1 National Championships), and any other SRP sponsored events.
- Reimbursement for travel to the events in Virginia consistent with the SRC policy on mileage reimbursement. For travel outside of Virginia, the SRC policy on mileage will apply unless airfare is required, in which case the SRC policy on flight arrangements and expenses will apply.
- Stipends to supplement any other approved compensation for the event is limited to:
 - a. State Cup Finals Weekend: \$200 for the entire weekend
 - b. ODP Friendlies: \$200 for the entire weekend
 - c. ODP Region 1 Championship: No stipend or additional amount above the amount paid by Region 1 through VYSA.

- d. Region 1 National Championship: No stipend or additional amount above the amount paid by Region 1 through VYSA.
- Match Fees:
 - a. State Cup Finals Weekend: In addition to the stipend provided for referees meeting the high standards for excellence to reach the State Cup finals, a standard match fee will be provided to the referees
 - b. ODP Friendlies: ODP Friendlies: Fees are paid by the tournament. These matches are shorter matches (60 - 70 minutes) and the weekend is an invitation to select referees to participate in a developmental process for their advancement. No stipend is provided to the referees.
 - c. ODP Region 1 Championship: No match fees are provided to the referees. To reach the Regional Championships is an honor. Expenses are covered within reason². Any additional funding must be approved by the SRC prior to the event.
 - d. Region 1 Presidents Cup Championships: No match fees are provided to the referees. To reach the Regional Championships is an honor Expenses are covered within reason. Any additional funding must be approved by the SRC prior to the event.
 - e. Region 1 National Championship: No match fees are provided to the referees. To reach the Regional Championships is an honor. Expenses are covered within reason. Any additional funding must be approved by the SRC prior to the event.
- Assessors, Instructors, Assignors and Administrators – The SDI and SDA will select the appropriate number of assessors and instructors for the ODP Friendlies and State Cup Finals weekends. The numbers and list will be approved by the SRC, as well as a Head of Delegation, assignor and Event Administrator will be appointed. Each individual participating will receive the \$200 stipend for the OPD Friendlies weekend, and a \$225 payment for the State Cup finals weekend to account for their time and participation.
- Heads of Delegations at the Region 1 championship will receive a \$225 gratuity from the SRC and reimbursement from any out of pocket expenses for the service provided to VYSA and the State Referee Development Program.
- Assignors and administrators for State Cup Finals and ODP Friendlies shall receive \$200 for participation in the full weekend.
- All referees, assessors, instructors, assignors, and administrators are required to participate for the entire weekend to maximize the gains from each event. Any request to participate in less than the entire weekend must be approved in writing by the SYRA at least 7 days before the event. Any individual who receives such dispensation will only receive 50% of the authorized stipend as outlined above, regardless of the time missed.

² GSA per diem rates provide a reasonable estimate for meals and lodging expenses and are available at <https://www.gsa.gov/portal/content/104877>. Alcohol will not be covered as an expense.

POLICY 103—PARTICIPATING OUTSIDE STATE OF REGISTRATION

SECTION 1. GENERAL

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

Subsection 2. Similarly, referees, assessors, and instructors from DC-Virginia 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 DC-Virginia and often helps programs in other states.

Subsection 3. However, referees, assessors, and instructors coming into DC-Virginia 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.

SECTION 2. REFEREES

Subsection 1. Traveling outside of the Metro DC and Virginia area to officiate soccer matches requires the referee to inform the SRA/SYRA when he or she is traveling out of the state association to work games. Areas in Maryland within 30 miles of Washington, DC do not necessitate this requirement. Any referee from DC- Virginia traveling to another state must have permission of the SRA. Such permission can be obtained by calling the State Referee Program Office at (703-491-1717) or contacting the SRA via email, as posted on the MDCVASRP Website. As long as the referee is in good standing and has fulfilled his or her obligations to the State Referee Program, permission will be granted. Referees wishing to travel to another state for an assessment *must* have permission from the DC-Virginia SDA who will then contact the SDA in the state to which the referee is traveling. The SDA can be contacted through the State Referee Program Office or through email, as posted on the MDCVASRP Website.
(<http://www.vadcsooccerref.com/>)

Subsection 2. While USSF policies do not require a referee coming into DC-Virginia to provide written permission from his or her SRA before being allowed to referee in DC-Virginia, it is the policy of the State Referee Program that any assignor choosing to use an out of state referee whose certification and credentials have not been verified, accepts any liability associated with using that referee. The State Referee Program Office can assist in verifying 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 Program 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 (703-491-1717), fax them to the office (703-492-1948), or e-mail the names to sda@vadcsooccerref.com.

SECTION 3. ASSESSORS – 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 visiting. Any assessment given by an assessor without these permissions could be invalid. Therefore, any assessor from DC-Virginia traveling out of state to conduct an assessment must first contact the DC-Virginia 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 DC or Virginia must get permission from the DC-Virginia SDA before conducting any assessment in DC or Virginia. Anyone inviting the assessor (or the assessor himself or herself) should contact the SDA at the State Referee Program Office (703-491-1717) or by e-mail at sda@vadcsoccerref.com.

SECTION 4. INSTRUCTORS – It is the policy of USSF and the State Referee Program that all activities conducted for 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, courses, and any other form of instruction provided to referees, instructors or assessors within the DC-Virginia 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 DC-Virginia. The SDI can be contacted at the State Referee Program Office (703-491-1717).

SECTION 5. League and Tournament Games in Maryland – For purposes of this Policy, any game played in Maryland that is a league or a tournament game sanctioned by one of the 2 State Associations will be considered an “in-state” game and no special permissions for “out of state” games are required. This covers league and tournament games sanctioned by the Virginia Youth Soccer Association and Metropolitan DC-Virginia Amateur Soccer Association.

POLICY 104—SOCIAL SECURITY NUMBERS

SECTION 1. Social security numbers may not be released outside the State Referee Program Office to anyone, including clubs, leagues, or certified assignors. Any list provided by the State Referee Program Office will not include social security numbers. To assist in identification, the Office establishes an index for everyone 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.

SECTION 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 State Referee Program (SRP) shall be divided into, and administered through, the following 4 service areas:

North Service Area, comprised of the following political jurisdictions: the counties of Arlington, Clarke, Culpeper, Fairfax, Fauquier, Frederick, King George, Loudoun, Madison, Orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, and Warren, and the District of Columbia and the independent cities located within the external boundaries of those jurisdictions.

South Service Area, comprised of the following political jurisdictions: the counties of Accomack, Essex, Gloucester, Isle of Wight, James City, Lancaster, Mathews, Middlesex, Northampton, Northumberland, Richmond, Southampton, Surry, Westmoreland, and York, and the independent cities located within the external boundaries of those jurisdictions.

Central Service Area, comprised of the following political jurisdictions: the counties of Albemarle, Amelia, Appomattox, Augusta, Brunswick, Buckingham, Caroline, Charles City, Charlotte, Chesterfield, Cumberland, Dinwiddie, Fluvanna, Goochland, Greene, Greenville, Halifax, Hanover, Henrico, Highland, King and Queen, King William, Louisa, Lunenburg, Mecklenburg, Nelson, New Kent, Nottoway, Powhatan, Prince Edward, Prince George, and Sussex, and the independent cities located within the external boundaries of those jurisdictions.

West Service Area, comprised of the following political jurisdictions: the counties of Alleghany, Amherst, Bath, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Craig, Dickinson, Floyd, Franklin, Giles, Grayson, Henry, Lee, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge, Russell, Scott, Smyth, Tazwell, Washington, Wise, and Wythe, and the independent cities located within the external boundaries of those jurisdictions.

SECTION 2. AREA STAFFS (See Policy 101 Section 10 for more details about Area Staffs)

Subsection 1. The following area directors have terms beginning on July 1 in even-numbered years:

- (1) Area Director of Referee Administration, North Service Area.
- (2) Area Director of Referee Administration, South Service Area.
- (3) Area Director of Referee Assessment, Central Service Area.
- (4) Area Director of Referee Assessment, West Service Area.
- (5) Area Director of Referee Instruction, Central Service Area.
- (6) Area Director of Referee Instruction, West Service Area.

Subsection 2. The following area directors have terms beginning on July 1 in odd-numbered years:

- (1) Area Director of Referee Administration, Central Service Area.
- (2) Area Director of Referee Administration, West Service Area.
- (3) Area Director of Referee Assessment, North Service Area.
- (4) Area Director of Referee Assessment, South Service Area.
- (5) Area Director of Referee Instruction, North Service Area.
- (6) Area Director of Referee Instruction, South Service Area.

POLICY 106—SRC STATEMENT OF NON-DISCRIMINATION

The Metro DC – Virginia State Referee Committee (SRC) is committed to maintaining a work environment that is free from all forms of discrimination, including harassment, on the basis of any legally protected status. Accordingly, the SRC does not permit any form of harassment, unlawful discrimination or intimidation against its employees by anyone, including managers, supervisors, co-workers, executives, directors, officers, other employees, vendors, clients, customers or third parties based upon protected status. Protected status includes race, color, age, religion, marital status, sex, ancestry, national origin, citizenship, veteran’s status, pregnancy, disability, sexual orientation, protected activity, or any other characteristic protected by federal, state or local law. The Policy also prohibits harassment based on the protected status of an individual’s relatives, friends or associates.

This policy applies to all members of the Metro DC-Virginia State Referee Program (State Referee Committee, the area staffs, and all referees, instructors, assessors, and assignors) when they are carrying activities on behalf of the State Referee Program. Any violation of this Policy by an individual as defined above may subject the individual to disciplinary action.

In addition, the State Referee Committee is committed to ensuring that soccer games are free from all forms of discrimination, including harassment, based on any legally protected status. Accordingly, the SRC strongly encourages referees not permit any form of harassment, unlawful discrimination or intimidation against players, coaches, and team personnel by other players, coaches, team personnel, and spectators.

PART II—REFEREE POLICIES

POLICY 201—MINIMUM MATCH REQUIREMENTS

In accordance with USSF Policy 531-8; Subsection 4, the SRC has established the following minimum match requirements that each referee certified through the Metro DC – Virginia State Referee Program must satisfy to maintain the appropriate referee grade.

SECTION 1. Each referee certified through the State Referee Program (SRP) of the Metropolitan DC–Virginia Soccer Association, Inc., and the Virginia Youth Soccer Association, Inc., must satisfy the following minimum match requirements each year:

Referee Grade	Annual Amateur Matches	Annual Youth Matches	Total Annual Match Required
Grade 4 and above	16	8	24
Grade 5	16	8	24
Grade 6	8	8	16
Grade 7	0	8	8

SECTION 2. Amateur matches may be regular league or cup matches in the SRP service area.

SECTION 3. Youth matches must be league or tournament matches in the SRP service area. League matches must be 40-minute half matches suitable for assessment. Tournament matches must be U-17 or above and must be at least 40-minute half matches. Where 40-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.

SECTION 4. If no amateur matches are available in the referee in the SRP service area, the referee may substitute youth matches as provided under paragraph 2.

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

SECTION 6. Any referee who consistently or blatantly fails to meet these minimum match requirements may be subject to USSF Referee Grade reduction by the SRA. If the SRA downgrades or does not re-certify a referee, the referee may appeal the decision of the SRA to the State Referee Committee.

SECTION 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 (normally around June 30th), will be registered for the next calendar year. New Grade 8 referees who are certified after the current USSF Registration calendar year 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.

POLICY 203—DEFINITION OF U-19 FOR GAME COUNT

For purposes of the annual game count submitted on the USSF registration form, the category of games identified as Youth U-19 means any USSF-sanctioned youth game, U-17 and older played with a minimum of 40-minute halves.

PART III—ASSESSMENT POLICIES

POLICY 301—ASSESSMENT REQUIREMENTS

SECTION 1. GENERAL

This policy amplifies the assessment requirements that are contained in the Criteria for Referee Certification Requirements Tables on the United States Soccer Federation (USSF) Referee website resource center -- <http://www.usoccer.com/referees/resource-center/refereeing>. Referees, assessors, and Area Directors for Referee Assessment within the Metro DC–Virginia State Referee Program must comply with this policy for referee upgrade and recertification. Referees seeking to obtain assessments out of State must also comply with appropriate SRP policy for officiating out of state as noted in Policy 103; Sections 3 and 4, above.

SECTION 2. ASSESSMENT CRITERIA

Subsection 1. Type of Match: Formal assessment will only be performed on matches scheduled for 2 full 40 minute 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-16. Games not played to completion in accordance with the rules of the competition for that match will not count for assessment purposes, and another assessment will be required, at the referee's expense. 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.

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

Subsection 3. Timing of Assessments: It is the referee's responsibility to meet the recertification and upgrade requirements within a given year. For upgrade or maintenance that require multiple assessments, it is recommended that assessments for a specific referee role (referee or assistant referee) be spaced a minimum of 15 days between assessments to give the official the opportunity to practice the recommendations that are provided during the feedback sessions. Area Directors of Referee Assessment should assist the referees in managing the timing of assessments. Effective January 1, 2017, the assessment year will be from July 1 of the current calendar year to June 30 of the following calendar year. Assessments from July 1, 2016 – December 31, 2016 were for 2017 registration and will not count towards 2018 registration.

Subsection 4. Number of Assessments in a Calendar Day: SRP 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.

Subsection 5. 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 the one-man system or use club “linesmen”

Subsection 6. Out of Area or Out of State Assessment Requests: All requests for formal upgrade or maintenance assessments out of the Referee/AR’s geographical area must be submitted via email to the individual’s Area Director of Assessment (ADA) to be assessed out of area or to the State Director of Referee Assessment (SDA) for out of state assessments. Failure to obtain the proper permission will result in the assessment being declared invalid. This does not apply to upgrade/maintenance assessments for grades 4 and 5 since the assignments are made by the SDA.

Subsection 7. Assessor: For formal assessments, only assessments assigned by the Area Directors for Referee Assessment, their designated alternates, or 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.

Subsection 8. 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 if time permits between matches or at a mutually agreed time, as well as a written Feedback Report via email from the assessor within seven days of the match. Assessors must file their Report of Game Officials form in U. S. Soccer Game Officials: <https://ussoccer.gameofficials.net/public/default.cfm> within 7 days of the match. Reports for matches that have a National Referee assigned must be submitted within 72 hours of the match, per US Soccer policy.

SECTION 3. GRADE 7 UPGRADE

Minimum age: 18

Type of match: Adult senior amateur match, having a minimum of 40-minute halves.

Previous Game Experience: Waived as of January 1, 2017.

Assessor: Any currently certified USSF Assessor/National Referee Coach is qualified for this level of assessment. It is recommended that new Associate Assessors not be initially assigned upgrade assessments, even at this level, until they have gained some experience working with a mentor, conducting developmental and guidance assessments, and having gained limited experience conducting annual maintenance assessments.

SECTION 4. GRADE 7 ANNUAL REQUIREMENTS

Requirement: Maintenance assessments for Grade 7 referees are currently not required but are highly encouraged to give the referee a good idea how he/she is doing and areas for development to advance to state referee grade.

NOTES:

1. Any Grade 7 referee who is applying to attend the Neptune Soccer Classic Referee Academy **MUST** be assessed between January and May of the calendar year that he/she is applying for.
2. Any Grade 7 referee with aspirations of working USL, PDL, NPSL, WPSL, CCL-Pro 23, EDP-U23, US Soccer Development Academy, and other similar leagues will also be required to be assessed during the previous assessment year, July 1 – June 30.

Type of match: Youth U-16 and above, having 40-minute or more halves, to include adult senior amateur matches.

Assessor: Any currently certified USSF Assessor (Associate Assessor through National Referee Coach) is qualified for this level of assessment.

SECTION 5. GRADE 6 UPGRADE

Type of match:

(1) Each referee attempting upgrade to Grade 6 must successfully complete 2 assessments as a referee and one as an assistant referee. Of the 2 field assessments as a referee, at least one must be on an adult senior amateur match Div. 2 or higher. The other referee assessment match may be on a Youth U16 age-group level of competition. All matches must be played to completion in accordance with the rules of the competition and be a minimum of 40-minute halves.

(2) The assessment as an assistant referee must be on an adult senior amateur match, US Soccer Development Academy U18, CCL-U18 or higher, or on a youth match at the Youth U19 age-group USYS Region 1 championships level or higher. All matches must be games be played to completion in accordance with the rules of the competition and be a minimum of 40-minute halves.

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

SECTION 6. GRADE 6 ANNUAL FIELD EVALUATION REQUIREMENT

Requirement: Each State Referee must successfully complete two annual maintenance assessments as a referee to fulfill recertification requirements.

Type of match: The level of competition is the same as it is for upgrade to Grade 6 referee assessments. 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 Provisional State Assessor or higher. It is recommended that State Referees that are aspiring for advancement to Grade 5 be assessed by a Referee Coach.

SECTION 7. GRADE 5 UPGRADE

The purpose of the Grade 5 State Referee level is to prepare officials for national certification. U.S. Soccer recommends that these officials be assigned to the most competitive regional events and leagues available. This may include lower level professional matches as appropriate.

It is important to note that beginning with the 2017 certification year, Grade 5 officials are not associated as National Candidates, but are State Referees and are selected by their State Referee Association, not by U.S. Soccer. Those registered as Grade 5 officials will be considered for national certification for the following certification year by U.S. Soccer, but selection is not guaranteed.

Minimum Age: 19

Previous Game Experience: 75 games as a Referee and 25 games as an AR.

Requirement: Each Grade 5 Referee candidate must successfully complete a minimum of three assessments as a Referee, and one as an AR to fulfill upgrade certification requirements. Beginning with the 2019 registration cycle, one of the referee assessments may be on an appropriate level U-18 or older youth match.

Out of Area assessment: To better prepare one for potential national certification, at least one of the three assessments must be completed out of the individual's geographical area for exposure to teams and ARs that he/she is not familiar with.

Type of match: The level of competition is adult amateur matches, and youth matches, U-18 and above with a minimum of 40-minute halves, as set by US Soccer policy. The list of acceptable leagues and divisions is located on the SRP website, vadcsoccerref.com.

Assessor: A National Referee Coach will be assigned to these matches. All assignments for this level of upgrade will be coordinated with the SDA prior to the assessment. National Referee Coaches or PRO Evaluators may be assigned directly by U. S. Soccer or the Professional Referees Organization (PRO).

SRC Approval: Beginning with the 2019 registration year, each Grade 5 candidate or referee must be approved by the SRC Technical Committee to upgrade to, or retain Grade 5.

SECTION 8. GRADE 5 ANNUAL ASSESSMENT

Requirement: Each Grade 5 Referee must obtain the requisite number of annual assessment as a referee to fulfill registration requirements. This includes Grade 5 Referees who are on the AR track. The number of assessments will be in accordance with current U. S. Soccer policies as stated in the U. S. Soccer referee resource center: <http://www.ussoccer.com/referees/resource-center/refereeing>. Currently, that number is a **minimum** of 3 games (2 adult games with a minimum of 40-minute halves, and 1 youth game, U-18 or higher).

Grade 5 Referees who are on the AR track must meet the above criteria as a referee, and be assessed on the same number and type of game as an AR.

The matches listed for upgrade to grade 5 are also acceptable for maintenance assessments.

Beginning with the 2020 registration year, any Grade 5 referee who has 3 years time in grade and has not been selected as a Grade 4 National Referee, will be returned to Grade 6.

POLICY 302—FOCUS OF ASSESSMENTS

In this policy, the term Assessor(s) will include National Referee Coaches.

SECTION 1. Assessors perform assessments within the State Referee Program (SRP) 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 SRP to help improve the quality of support it can provide to our customers, the youth and amateur soccer programs in the state.

SECTION 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 his or her 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.

SECTION 3. At the same time, the assessor is serving the SRP 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. Assessors will provide observations and feedback in accordance with the Grade Related Performance Observations located at the U. S. Soccer referee resource center: <https://ussoccer.app.box.com/s/xak2ftadtcbvzo3rc69a>.

SECTION 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 SRP. The guiding principle for all assessments in the state should be the same: Help the official become a better referee.

POLICY 303—ASSESSMENT FEES AND ASSESSOR PAY

SECTION 1. GENERAL

This policy applies to assessments assigned by the State Director of Assessment (SDA) or appropriately designated Area Directors of Referee Assessment conducted within the scope of the Metro DC–Virginia State Referee Program. Any exceptions to this policy must be submitted in writing to the SDA for approval.

SECTION 2. ASSESSMENT FEE

All assessment requests should be submitted a minimum of one week in advance of the requested assessment date to allow sufficient time for the ADA/SDA to solicit assessor availability. The normal assessment fee will be \$65 for the game being assessed. This fee will be the same regardless if the official requesting the assessment is attempting to fulfill a referee or assistant referee assessment requirement. Assessments on USL, PDL, NPSL, WPSL, CCL-Pro 23, EDP-U23, US Soccer Development Academy, and other similar leagues will have a higher fee which can be found at <http://www.vadcsoccerref.com/>. This fee is normally the game fee, with USL and Development Academy being the exceptions (assessment fees set by US Soccer). \$5 of each assessment fee will remain in the SDA budget to defray the cost of assessor travel.

SECTION 3. PAYMENT PROCESS

(a) Referees requiring assessments will coordinate with the Area Director of Referee Assessment and the appropriate referee assignor (if applicable). When a match assignment is made, the referee should initiate the request the assessment and initiate payment by credit card at <http://www.vadcsoccerref.com/>, or by check (payable to DCV SRP) to the State Referee Program Office:

Metro DC–Virginia State Referee Program
2241-E Tackett’s Mill Drive,
Woodbridge, VA 22192

(b) Under a normal process, the assessment fee should arrive at the State Referee Program Office prior to the match.

SECTION 4. ASSESSOR PAYOUTS

(a) Assessors will be paid \$60 for Assessments on Regular League Matches and a higher fee for Assessments on USL, PDL, NPSL, WPSL, CCL-Pro 23, EDP-U23, US Soccer Development Academy, and other similar leagues (except for new assessors and Provisional State Assessors as described below). Payments will be tied to the completion of all required paperwork. Feedback forms should be in the possession of referees that were assessed and the SDA within 7 days following 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). Monthly (or more frequently), the SDA will notify the State Referee Program 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) ANY DELINQUENT ASSESSMENT REPORT WILL BE REVIEWED AND WHERE APPROPRIATE, PENALTIES INITIATED.

(c) New Assessors will have mentors assigned to their first three full assessments. Provisional State Assessors (PSAs) will have mentors assigned to a minimum of 5 full assessments. Once the minimum number of assessments have been reached, the PSA's work will be reviewed by US Soccer and the individual will be promoted to State Assessor, further evaluated as a PSA or returned to Grade 7 status.

(d) For these assessments with assigned mentors the Assessor will be paid \$30 per assessment. Experienced Assessors who serve as mentors for new Associate Assessors will be paid \$30 for providing oversight and assistance during the match and with the preparation of the Feedback and Report of Assessment paperwork. Timelines for paperwork for new Assessors with mentor oversight will be 7 days for Feedback to be posted on U. S. Soccer Game Officials and released to the match officials and the SDA. PSAs will be mentored by select National Referee Coaches appointed by US Soccer and assigned by the SDA.

SECTION 5. TRAVEL REIMBURSEMENT

When assessment requirements cannot be met within the resources of the local area, the Area Director of Referee Assessment may request assistance from throughout the state. The State Referee Program will reimburse assessors who are required to travel over 50 miles (one way) to perform an assigned assessment. Authorization for travel requires coordination between the Area Directors of Referee Assessment and approval by the SDA. Reimbursement will be at the current SRC approved travel rate. This is reimbursement for expenses associated with using your vehicle to fulfill assessment duties. It is not an entitlement that you can claim for travel if no personal expenses are incurred or if other options for reimbursement are available. Include a note with the Report of Assessment identifying the total miles claimed. The SDA will notify the State Referee Program Office to initiate payment in conjunction with the payment for the assessment.

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

SECTION 6. CANCELLATIONS

(a) If an assessment cannot be performed, assessors may still be entitled to compensation based on the following:

(1) 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 Program

Office will either reimburse the assessment fee to the referee or hold the payment and apply it toward the next scheduled assessment.

(2) The official requesting the assessment is responsible for compensating the assessor in those cases that the assessor reports to the field for the match, the match is not played, but the officiating team is still paid by the league/teams. The compensation rate for the assessor is \$30. The State Referee Program Office will take the amount from the prepaid assessment fee and reimburse the difference to the Referee.

(3) In situations where the assessor reports to the field, but the match is not played and the officiating team is not paid or the match is played but it is not assessable (e.g., assistant referee(s) are not present, schedule was changed and the teams playing are not appropriate for the level of the assessment, etc.), then the State Referee Program will compensate the assessor \$30 for the assignment.

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 304—DISTRIBUTION OF ASSESSMENT FORMS

SECTION 1. PURPOSE

The purpose of this policy is to provide direction within the Metro DC–Virginia State 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 assessment.

SECTION 4. DISTRIBUTION

(a) Assessments assigned by local assignors or the National Assignor in [gameofficials.net/](https://ussoccer.gameofficials.net/) or any other assigning system will be completed on U. S. Soccer Game Officials, <https://ussoccer.gameofficials.net/>, in Group 10002, U. S. Soccer – Assessments.

(b) Assessments for matches associated with assignments that are posted on U. S. Soccer Game Officials, <https://ussoccer.gameofficials.net/>, in Group 10001, U. S. Soccer – Assignments, will be completed in that group.

Please ensure that the assessment is entered in the appropriate group.

POLICY 305—QUALIFICATIONS TO BECOME AN ASSESSOR

SECTION 1. PURPOSE

The purpose of this policy is to define the requirements to become a new assessor in the DCV State Referee Program.

SECTION 2. OBJECTIVE

The objective of this policy is to ensure a high quality of individuals participating in the assessment program and provide opportunity for these individuals to advance beyond the entry level by requiring that referees wishing to become assessors obtain a minimum level of game experience, have some experience in giving evaluations, and are recommended by other assessors and the Area Directors of Assessment.

SECTION 3. GENERAL POLICY

- a. Officials with broad refereeing experience, who demonstrate a maturity and understanding of the game should consider becoming assessors. The requirements that must be addressed for approval to attend the entry level assessor course are listed below. Interested officials should work with their Area Director for Referee Assessment or contact the State Referee Program Office for additional information.
- b. The SRC-approved minimum requirements are as follows:
 - (1) be (or have been) at least a Grade 6 referee and have 10 years of soccer officiating experience
 - (2) must show 3 years of evaluation experience in non-soccer related areas, and explain how this experience would be applicable to the role of a soccer assessor
- c. While not a requirement, being a certified USSF soccer referee instructor is desirable.
- d. Interested officials meeting the SRC-approved minimum requirements in paragraph (b) above, must be nominated by two current soccer assessors and recommended to the SDA by an Area Director of Referee Assessment.

POLICY 306—DIVISION 1 TOP AMATEUR LEAGUES

PURPOSE: To define, for Referee grade level: State (Grade 6) and higher, the leagues that are recognized for upgrade or maintenance assessment within the DCV State Referee Program. These leagues are all USSF affiliated and provide a consistent level of competition to provide meaningful match environment for this level of assessment.

Each January, the SRA, SDA and the Adult Representative to the SRC will review the level of competition associated with the top amateur leagues and will recommend to the SRC a list of leagues to be considered as Top Amateur leagues. At the first SRC meeting after the start of each calendar year, the SRC will review and approve the list. The list will then be posted on the Metro DC-Virginia State Referee Program web at: <http://www.vadcsooccerref.com/> site and will be used throughout that calendar year. Should any league on the list fail to re-affiliate with the Adult Association, the Adult Representative shall notify the SRA and that league will be removed from the list

Should the level of play of one of the leagues on the list seriously diminish during the year, the Adult Representative or the SDA may recommend to the SRC that the list be amended and the SRC shall review the recommendation at the next scheduled meeting of the SRC.

The current list of top amateur leagues can be found on the Metro DC-Virginia State Referee Program web at: <http://www.vadcsooccerref.com> site/.

PART IV—INSTRUCTOR POLICIES

POLICY 401—INSTRUCTOR CERTIFICATION AND UPGRADE

Section 1. General. The Instructor grades which are managed by the State Referee Program (SRP) are Referee Instructor (Grade 7) and State Instructor (Grade 5). Instructor grades above the State level are managed directly by U.S. Soccer.

Section 2. Grade 7 Referee Instructor.

- a. A Grade 7 Referee Instructor must meet the following requirements:
 - (1) Experience as Grade 6 Referee is strongly preferred.
 - (2) Recommendation from a certified instructor to the ADI; recommendation from the ADI to the SDI; and selection by the SDI. The recommendation should include a summary of the individual's referee experience and of related instructor skills and experience.
 - (3) Pass the Grade 7 Instructor Course. To successfully complete the course, candidates must demonstrate comprehensive knowledge of the subject matter and display effective practical skills as evaluated and determined by the course instructor(s). Satisfactory completion of the instructor course could include a probationary period to observe the new instructor.
 - (4) Pass the DCV Laws of the Game Knowledge Exam. Minimum passing score is 80%.
 - (5) Pass the Grade 7 Instructor Exam. Minimum passing score is 80%.

- b. A Grade 7 Referee Instructor will be recertified if the following requirements are met annually:
 - (1) Assistance in at least two referee entry or recertification courses, at no less than 20% participation for the course. The assistance must have been evaluated as acceptable by the lead Instructor and must have included at least one formal presentation of any duration.
 - (2) Attendance at all DCV-wide semiannual assessor/instructor meetings, unless formally excused by the SDI, provided that at least one such semiannual meeting is attended annually.
 - (3) Attend an annual Senior Referee Recertification course. An ADI or SDI will assist instructors who are Grade 8 referees with access to the senior referee recertification course.
 - (4) Completion of annual instructor registration.
 - (5) Pass DCV Laws of the Game Knowledge Test. Minimum passing score is 80%.

Section 3. Grade 5 State Referee Instructor.

- a. A Grade 5 State Referee Instructor must meet the following requirements:
 - (1) At least one year experience as Grade 7 Referee Instructor.

(2) Recommendation from an ADI to the SDI; and selection by the SDI. The recommendation should include a summary of the individual's referee instructor experience and related instructor skills.

(3) Pass the Grade 5 State Referee Instructor Course. To successfully complete the course, candidates must demonstrate comprehensive knowledge of the subject matter and display effective practical skills as evaluated and determined by the course instructor(s). Satisfactory completion of the instructor course could include a probationary period to observe the new state referee instructor. The Grade 5 State Referee Instructor course is normally conducted by the national referee program and sponsored by a state referee program.

(4) Pass the National Laws of the Game Exam. Minimum passing score is 80%.

(5) Pass the Grade 5 Referee Instructor Exam. Minimum passing score is 80%.

b. A Provisional Grade 5 State Referee Instructor can be instated as full (non-provisional) Grade 5 after meeting the following requirements:

(1) Acceptable performance on two referee courses. It is desirable for one of the courses to be a Senior Referee Recertification course or Upgrade 7 Referee course. The course will be observed by a full Grade 5 State Referee Instructor or higher-level instructor.

(2) Acceptance by the SDI within six months of initial certification at Provisional Grade 5 State Instructor of a plan (Individual State Instructor Plan) submitted by the Provisional Grade 5 State Instructor describing proposed assignments involving one or more of the following subject areas: review of instructional materials, development of instructional materials, evaluation of instructional effectiveness, or other activities relevant to the special training received as part of certification at the Grade 5 State Referee Instructor level.

(3) Participation, at the direction of the SDI (or ADI), in referee training courses, other than for Grade 8 entry or recertification, or in instructor training courses.

(4) Attendance at all DCV-wide Instructor meetings, unless formally excused by the SDI, provided that at least one such semiannual meeting is attended annually.

(5) Completion of the assignments in the Individual State Instructor Plan to the satisfaction of the SDI.

c. A Grade 5 State Instructor will be recertified if the following requirements are met annually:

(1) Instruct in at least two referee entry or recertification courses, at no less than 50% participation. Grade 5 State Instructors should be instructing Senior Referee Recertification, Upgrade 7 Referee, Upgrade 6 Referee, and Referee Instructor courses.

(2) Attendance at all DCV-wide Instructor meetings unless formally excused by the SDI, provided that at least one such semiannual meeting is attended annually.

(3) Continued completion, to the satisfaction of the SDI, of additional assignments involving instructional materials, evaluating the effectiveness of instruction, and participation in courses involving specialized training for Instructors and senior referees

(4) Attend an annual Senior Referee Recertification course.

(5) Completion of the annual instructor registration.

(6) Pass the National Laws of the Game Exam. Minimum passing score is 80%.

Section 4. Developmental Instructor Support Program (DISP).

- a. The SDI may from time to time assign senior, experienced instructors at grade 5 or above to participate in or to observe Grade 9 or Grade 8 entry or recertification courses for evaluating instructional materials, instructional effectiveness, and overall success in meeting the training objectives of the DCV instructional program.
- b. The primary objective of the program is to mentor referee instructors. An additional objective is to identify and share instructional best practices.
- c. The formal results of such observations will be provided in writing to the SDI and may be used by the SDI in determining the need for revising standard materials, for developing agendas for DCV-wide Instructor training, and for approving upgrades and recertifications. As with referee assessments, the observations in summary form should be shared with instructors to assist in their professional development.

Section 5. Review of Reasons for Disapproval of Upgrade or Recertification.

- a. An Instructor at any grade level whose upgrade or recertification is not approved by the SDI may request a review of the reasons for the determination. This review may, at the discretion of the SDI, include additional opportunities for evaluation by one or more senior Instructors (at an Instructor grade level higher than the Instructor being evaluated).
- b. An Instructor who is not satisfied with the results of this further review may provide in writing to the SDI additional relevant information or other reasons in support of the upgrade or recertification request. The SDI will respond in writing with a final decision regarding the upgrade or recertification request, considering the additional information or reasons provided by the Instructor. If the Instructor remains unsatisfied, the SDI will submit to the State Referee Committee the entire matter, together with all supporting documentation, for its decision. The SDI will withdraw from voting in any State Referee Committee decision related to such an appeal.

Section 6. Alternative to Meeting Annual Service Requirement.

For purposes of meeting the course service requirement for Referee Instructor Grades 5 and 7, an Instructor may request approval from the SDI to accept in its place specialized training delivered by the Instructor which furthers the training objectives of the DCV State Referee Program. The request must be submitted to the SDI in advance and must fully describe the nature, purposes, and equivalency of the training to be offered in lieu of the required course participation.

Section 7. Effective Date of Policy.

- a. This policy, upon approval by the State Referee Committee, will go into effect immediately. All requirements will be fully implemented by and applied to instructor upgrades and recertification (all grades) at the earliest registration year after approval of the policy manual.

- b. The SDI may waive a specific recertification or upgrade requirement for 2017 where the requirement cannot be met during the transition period prior to 2018.

Section 8. National Instruction Program.

The SDI will monitor USSF national office policy and procedures regarding Instructor certification and will advise the State Referee Committee of any need to revise this policy accordingly.

POLICY 402—INSTRUCTOR COURSES AND FEES

Section 1. Referee Courses.

a. New Grade 8 Referee Course. (Youth Referee)

Grade 8 Referee instruction addresses referee knowledge and skills to referee all youth soccer games.

1. New Grade 8 Referee Combo course (10 hours). *Preferred format.*

- (a) Course combines online instruction modules for the Laws of the Game, classroom instruction to augment the online modules, field training for practical demonstration and practice to augment online instruction, and in classroom exam.
- (b) The field training should be at least 2 hours. The field training should address referee and assistant referee mechanics and positions for all restarts and during play. The field training can come before or after the classroom instruction.
- (c) Classroom instruction should augment, not redo the online modules. The intent should be to address the more complex topics. Instructors should use videos and demonstrations as much as possible.
- (d) When possible, the course should be completed in two or more sessions, to allow for soak time. Three sessions example: one session for field training; one session for classroom instruction; and final session for remaining topics (if needed), review, exam, exam review, and pass out badges. Two sessions example: one session field training, other session classroom instruction and exam; or one session classroom instruction, other session field training and exam.
- (e) The exam must be completed in the classroom. An exam review is essential. Plan enough time.

2. New Grade 8 Referee Course (18 hours).

- (a) Course combines classroom instruction and field training. All the topics of the Laws of the Game are instructed in the classroom and on the field.
- (b) The course should be conducted in multiple 3, 4, or 5 hour sessions, when possible, to allow for soak time.
- (c) The field training should be at least 2 hours. The field training should address referee and assistant referee mechanics and positions for all restarts and during play. The field training must come after much of the classroom instruction.

(d) Alternatively, half of the instruction can be completed on the field. The more visual and practical the instruction, the better.

b. New Grade 9 Referee Course (Recreational Youth Referee)

Grade 9 Referee instruction addresses referee knowledge and skills to referee recreational small-sided youth soccer games, referee U-14 and under recreational youth soccer games, and assistant referee U-14 and under youth travel games.

1. New Grade 9 Referee Combo Course (6 hours) Preferred *format*)

(a) Course combines online instruction modules for the Laws of the Game, classroom instruction to augment the online modules, field training for practical demonstration and practice to augment online instruction, and in classroom exam.

(b) The field training should be at least 2 hours. The field training should address referee and assistant referee mechanics and positions for all restarts and during play. The field training can come before or after the classroom instruction.

(c) Classroom should augment, not redo the online modules. The intent should be to address the more complex topics for recreational U-14 and under youth soccer games. Instructors should use videos and demonstrations as much as possible.

(d) When possible, the course should be completed in two sessions, to allow for soak time. Two sessions: one session field training; other session classroom instruction, exam, and pass out badges. Due to the shortness of the course, the course can be completed in one session without too much anxiety.

(e) The exam must be completed in the classroom. An exam review is essential. Plan enough time.

2. New Grade 9 Referee Course (8 hours)

(a) Course combines classroom instruction and field training. All the topics of the Laws of the Game are instructed in the classroom and on the field. The instruction is intended to be completed half or more on the field.

(b) The course should be conducted in multiple 3 or 4 hour sessions, when possible, to allow for soak time.

(c) The field training should be at least 2 hours. The field training should address referee and assistant referee mechanics and positions for all restarts and during play. The field training must come after much of the classroom instruction.

(d) Alternatively, half or more of the instruction can be completed on the field. The more visual and practical the instruction, the better. The course can be instructed completely on the field except for the exam and exam review.

c. Grade 8/9 Referee Recertification Course (Youth Referee)

The Grade 8/9 Recertification course is to provide annual in-service training and annual referee exam for the certification of the next referee registration and certification year.

1. Grade 8/9 Referee Recertification Course (5 hours)

- (a) Course combines an online annual recertification exam and 5 hours in classroom annual in-service training.
- (b) The in-service training addresses law changes, points of emphasis, topics to improve understanding of the laws, and topics to improve refereeing.
- (c) The recertification exam validates and increases understanding of the laws. Referees can refer to the Laws of the Game and other references, while completing the exam. Referees have numerous attempts to pass the exam. (NOTE: Will each attempt have a different set of randomized questions?)

d. Upgrade 8 Referee Course (Youth Referee)

The Upgrade 8 course is to upgrade from Grade 9 to Grade 8 referee. Upgrading Grade 9 referees utilize their refereeing experience to move to more competitive youth matches.

In addition to the upgrade requirement, the Upgrade 8 course fulfills annual recertification requirement.

1. Upgrade Grade 8 Referee Combo Course (6 hours) Preferred *format*

- (a) Course combines Grade 8 online instruction modules for the Laws of the Game, classroom instruction to augment the online modules, and in classroom exam. This course builds upon previous Grade 9 referee instruction and experience refereeing.
- (b) The course can include field training to improve practical referee skills. The field training can come before or after the classroom instruction.
- (c) Classroom instruction should augment, not redo the online modules. The intent should be to address the more complex topics. Instructors should use videos and demonstrations as much as possible.
- (d) When possible, the course should be completed in two sessions, to allow for soak time. Due to the shortness of the course, the course can be completed in one session without too much anxiety.

- (e) The exam must be completed in the classroom. An exam review is essential. Plan enough time.
- 2. Upgrade 8 Referee Course (8 hours).
 - (a) This course builds upon previous Grade 9 referee instruction and experience refereeing. All the topics of the Laws of the Game are instructed in the classroom.
 - (b) The course can include field training to improve practical referee skills. The field training can come before or after the classroom instruction.
 - (c) The course would be better conducted in multiple 3 or 4 hour sessions, when possible, to allow for soak time, however, one session formats may be used.
 - (d) The exam must be completed in the classroom. An exam review is essential. Plan enough time.
- e. Grade 5/6/7 and Emeritus Grades Senior Referee Recertification Course (Amateur Referee)

The Grade 5/6/7 and Emeritus Grades Senior Referee Recertification course is to provide annual in-service training and annual referee exam for the certification of the next referee registration and certification year.

- 1. Grade 5/6/7 and Emeritus Grades Senior Referee Recertification Course (5 hours)
 - (a) Course combines online annual recertification exam and 5 hours in classroom annual in-service training.
 - (b) At a more advanced level, the in-service training addresses law changes, points of emphasis, topics to improve understanding of the laws, and topics to improve refereeing.
 - (c) The recertification exam validates and increases understanding of the laws. Referees can refer to the Laws of the Game and other references, while completing the exam. Referees have three tries to pass the exam, then must request a reset for additional tries.
 - (d) Grade 6 & 7 referees complete the State Recertification exam. Grade 6 referees must attain 80% to pass. Grade 7 referees must attain 75% to pass the exam.
 - (e) Grade 5 referees complete the National exam and must attain 80 % to pass the exam.
- f. Upgrade 7 Referee Course (Amateur and Youth Referee)

The Upgrade 7 Course is one of the requirements to upgrade from Grade 8 to Grade 7 referee.

Upgrading referees must also complete the Senior Referee Recertification course for the annual recertification requirement.

1. Upgrade Grade 7 Referee Course (5 hours).

- (a) The course addresses topics to prepare youth referees to manage and control more competitive games. This course builds upon previous Grade 8 referee instruction and experience refereeing.
- (b) The course-combines Grade 7 online instruction modules and classroom instruction to augment the online modules.
- (c) The course can include field training to improve practical referee skills. The field training can come before or after the classroom instruction.
- (d) Classroom instruction should augment, not redo the online modules. The intent should be to advance their thinking and understanding of the concepts needed for more competitive games. Instructors should use videos and demonstrations as much as possible with emphasis on problem (situation) solving.
- (e) This course is typically instructed in one session, because the referees often travel a significant distance. The number of courses is limited, due to the small number of referees upgrading each year. The course could be completed in two sessions, to allow for soak time.
- (f) There is no exam associated with this course. Exams will be completed with the referees' annual recertification through the Senior Referee Recertification Course.

g. Upgrade 6 State Referee Course (Top Amateur and Youth Referee)

The Upgrade 6 Course is one of the requirements to upgrade from Grade 7 referee to Grade 6 State referee.

Upgrading referees must complete the Senior Referee Recertification Course for the annual recertification requirement.

1. Upgrade Grade 6 State Referee Course (16 hours).

- (a) The course addresses topics to prepare Grade 7 referees to manage and control more competitive games. This course builds upon previous Grade 7 referee instruction and experience refereeing.

- (b) This course combines Grade 6 online instruction modules and classroom instruction to augment the online modules.
 - (c) The course can include field training to improve practical referee skills. The field training can come before or after the classroom instruction.
 - (d) Classroom instruction should augment, not redo the online modules. The intent should be to advance their thinking and understanding of the concepts needed for more competitive games. Instructors should use videos and demonstrations as much as possible, emphasizing problem/situation solving.
 - (e) This course is typically instructed in two sessions on one weekend, because the referees often travel a significant distance. The number of courses is limited (usually one per year), due to the small number of referees upgrading each year.
 - (f) There is no exam associated with this course. Exams will be completed with the referees' annual recertification through the Senior Referee Recertification Course.
- h. Upgrade 5 State Referee Course (Top Amateur and Regional Professional Referee)

The Upgrade 5 Course is one of the requirements to upgrade from Grade 6 State referee to Grade 5 State referee.

Upgrading referees must complete the Senior Referee Recertification Course for the annual recertification requirement.

Note: Grade 5 State Referee is intended for preparation to become a National Referee.

1. Upgrade Grade 5 State Referee Course (TBD hours).
 - (a) The course addresses topics to prepare Grade 6 State referees to manage and control the most competitive games local and regional games. This course builds upon previous Grade 6 State referee instruction and experience refereeing.
 - (b) The format of this course is TBD.
- i. Physical fitness test
1. The physical fitness test is administered for Grade 5 & 6 referees for annual certification requirements, and for other referees to demonstrate adequate fitness for high-level games.
 2. Physical fitness tests will be administered in accordance with US Soccer referee grade requirements, as amended by the SRP.
 3. Specific SRP physical fitness test time requirements are noted on the SRP website.

4. The SRP annually administers fitness tests, typically one in the Central area and one in the North area.
- j. New Grade 8 Futsal Referee Course (All Youth and Amateur Futsal Referee)

Grade 8 Futsal Referee instruction addresses referee knowledge and skills to referee all youth and amateur futsal games.

1. New Grade 8 Futsal Referee Combo Course (3 hours)

- (a) Course combines online instruction modules for the Futsal Laws of the Game, online exam, and on-court training for practical demonstration and practice to augment online instruction.

- (b) The on-court training should 2-3 hours, depending on the number participants. The field training should address two (and three) referee mechanics, positioning for all restarts and during play, and the differences between Futsal and regular soccer: e.g., Futsal is a skill game, not a contact game (so fouls are called is very different); time to put the ball into play; and limits of play to the goalkeeper). The referees should rotate between practicing and observing other referees practicing.

- (c) The on-court training should come after completing the online instruction and exam.

- k. Grade 8 Futsal Referee Recertification Course (All Youth and Amateur Futsal Referee)

The Grade 8 Futsal Recertification course is to provide annual in-service training and annual Futsal referee exam for the certification of the next Futsal referee registration and certification year.

1. Grade 8 Futsal Referee Recertification Course (5 hours)

- (a) Course combines online annual recertification exam and combined 5 hours of online instruction, in classroom, and on court annual in-service training.

- (b) The in-service training addresses law changes, points of emphasis, topics to improve understanding of the laws, and topics to improve refereeing.

- (c) The recertification exam validates and increases understanding of the laws. Referees can refer to the Futsal Laws of the Game and other references, while completing the exam. Referees have numerous attempts to pass the exam. (NOTE: Will each attempt have a different set of randomized questions?)

- l. Upgrade 6 State Futsal Referee Course (Top Amateur and Youth Referee)

The Upgrade 6 Course is one of the requirements to upgrade from Grade 8 Futsal referee to Grade 6 State Futsal referee.

Upgrading referees must complete the State Futsal Referee Recertification Course for the annual recertification requirement.

1. Upgrade Grade 6 State Referee Course (8 hours).

- (a) The course addresses topics to prepare Grade 8 Futsal referees to manage and control more competitive games. This course builds upon previous Grade 8 Futsal referee instruction and experience refereeing.
- (b) This course combines Grade 6 online instruction modules, classroom, and on court instruction to augment the online modules.
- (c) The on-court training is used to improve practical Futsal referee skills. The on-court training can come before or after the classroom instruction.
- (d) Classroom instruction should augment, not redo the online modules. The intent should be to advance the referees' thinking and understanding of the concepts needed for more competitive games. Instructors should use videos and demonstrations as much as possible, emphasizing problem/situation solving.
- (e) This course is typically instructed in one session, because the referees often travel a significant distance. The number of courses is limited (usually one per year), due to the small number of referees upgrading each year.
- (f) There is no exam associated with this course. Exams will be completed with the referees' annual recertification through the State Futsal Referee Recertification Course.

m. Grade 6 and Emeritus Grades State Futsal Referee Recertification Course (Top Amateur and Youth Referee)

The Grade 6 and Emeritus Grades Senior Futsal Referee Recertification course is to provide annual in-service training and annual referee exam for the certification of the next referee registration and certification year.

1. Grade 6 and Emeritus Grades State Futsal Referee Recertification Course (5 hours)

- (a) Course combines online annual recertification exam and combined 5 hours of online instruction, in classroom, and on court annual in-service training.
- (b) At a more advanced level, the in-service training addresses law changes, points of emphasis, topics to improve understanding of the laws, and topics to improve refereeing.

- (c) The recertification exam validates and increases understanding of the laws. Referees can refer to the Laws of the Game and other references, while completing the exam. Referees have three tries to pass the exam, then must request a reset for additional tries.
- (d) Grade 6 and Emeritus Grades Futsal referees complete the State Futsal Recertification exam. Referees must attain 80% to pass.

Section 2. Instructor Course Fees.

On the effective date of this manual, course fees are as listed below, but may-change with the approval of the SRC.

- a. Instructor course fees are:
 - 1. \$18.00 per hour for Grade 7 Referee Instructor.
 - 2. \$20.00 per hour for Grade 5 State Referee Instructor.
 - 3. \$25.00 per course for lead instructors.
 - 4. \$50.00 for special courses.
- b. Travel reimbursement
 - 1. \$0.50 per mile for travel over 50 miles one way. Travel 50 miles or less is considered local travel.
 - 2. Incurrence of travel expense should be with approval of the ADI or SDI.
- c. Other reimbursable expenses
 - 1. Copies and supplies for courses will normally be provided by the SRP office.
 - 2. When copies and supplies are not available from the SRP office, and authorized by the ADI or SDI, instructors may procure essential copies and supplies locally. Instructors will be reimbursed fully for these expenses.

POLICY 403—INSTRUCTOR AND INSTRUCTIONAL COURSE PAPERWORK

Section 1. Instructional Course Processing.

- a. Courses are created, approved, posted, and processed in the SRP online referee database system. On the effective date of this manual, the system is GameOfficials.
 - (1) The URL is: <https://vadcsoccerref-training.gameofficials.net/public/default.cfm>
 - (2) Instructors will have a username and password to log in to the system. If an instructor is also a referee and/or another identity, the same username and password are applicable. The instructor must ensure they are using the instructor identity to accomplish course administration.
- b. Creating, approving, and posting courses.
 - (1) The sponsor of a course will send a request for a course to the respective ADI. The contact should provide the following information.
 - i. Type of course requested.
 - ii. Sponsoring league or club
 - iii. Dates and times for the course(s).
 - iv. Venue name, room name, number and street address, city, state, zip code.
 - v. Any special venue direction information, as needed.
 - vi. Contact name and e-mail address.
 - vii. Venue participation limit.
 - viii. Any special instructions for the course, such as, allowances for food and drinks, whether there will be a lunch break or not, etc.
 - (2) The ADI reviews, approves, and posts the course, as appropriate. The ADI:
 - i. Assigns instructors to the course. Usually two instructors per course.
 - ii. Monitors course registrants. Generally, courses should be about 25 referees.
 - iii. Ensures the course has the minimum number of referees, at least 12 referees. If a course has less than 12 referees, the course should be cancelled and combined with another course(s). Courses with less than 12 referees should be limited to certain small soccer communities in the West area. If a course will be conducted with 15 or less referees, one instructor may be appropriate.
 - iv. Ensures course does not exceed the maximum number of referees.
NOTE: New Grade 8 & 9 referee courses should be limited to 35. Grade 8 & 9 referee recertification courses should be limited to 40. Senior referee recertification courses should be limited to 50. Upgrade courses should be limited to 40.
 - v. Field training should be conducted with 10 – 15 referees per instructor. If the number of referees exceeds 30, additional instructors should be assigned.
- c. Managing the course (Course Administration)
 - (1) Instructors will monitor course sign ups, e-mail course registrants and other instructors, print and/or view the course roster, annotate course session completion/results, and close the course for referee certification processing.

- i. Instructors log in: <https://vadcsoccerref-training.gameofficials.net/public/default.cfm>
- ii. Select Identity Instructor.
- iii. Select My Courses.
- iv. Select Course.
- v. Select Manage.
- vi. Select Review Tests to review results of referee exams.
- vii. Select Reports to view and print a summary/statistic of the exam results for the course or all courses for that exam. The summary is useful for the exam review

(2) Processing course results

- i. After selecting Manage for the Course, select Batch Edit.
- ii. Check each session (each online module) adequately completed, exam passed, classroom session(s) attended, etc. There is a button to check the session for all referees at once. Then you can uncheck those not completed yet.
- iii. Select Save to save results annotated.

(3) Closing courses to process course results for referee certification.

- i. After selecting Manage, select Close.
- ii. Check referees for Met Requirements.
- iii. Check referees for Given Badge. At the bottom of the page there is a button to check Met Requirements and Given Badge for all referees at once. Then you can uncheck those not completed yet.
- iv. Select Save to save results checked.
- v. Check Close Course, then select Save, to send the referee course results for processing the referees' certifications. Close the course as soon as possible after the course finishes to process the referees' certifications.
- vi. Re-open the course, if some referees have not completed some sessions and/or exam. Close the course, as they finish, and re-open and close, as needed. The referees cannot complete sessions if the course is closed

d. Notification of course closure

(1) Send an e-mail message to the SDI with the following information:

- i. Course closed.
- ii. Type of course.
- iii. Date the course started.
- iv. Number of referees.
- v. Instructors, number of hours instructed.
- vi. Any mileage to be reimbursed for instructors.
- vii. Any expenses to be reimbursed

PART V—POLICIES APPLICABLE TO USSF MEMBERS

POLICY 501—ASSIGNMENT OF REFEREES

SECTION 1. GENERAL

Subsection 1. AGREEMENT AND RESPONSIBILITY FOR ASSIGNMENT OF REFEREES

(a) On request of a United States Soccer Federation (USSF) Member and agreement by the State Referee Committee (SRC), the SRC shall accept responsibility for the assignment of referees to games that the Member requests that the SRC be responsible for.

(b) The assignment of referees for games of USSF Members is the responsibility of the State Referee Administrator (SRA) with guidance from SRC. The Virginia Youth Soccer Association (VYSA) Board of Directors, the Metropolitan DC-Virginia Soccer Association (MDCVASA) Board of Directors, or the responsible person from other USSF Members such as the Super Y League, shall be responsible for specifying which games are to be the responsibility of the SRC to assign prior to the beginning of each year. That specification will be made so that the SRA, 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 games. The SRA will advise the USSF Members about all activities associated with the assignment of referees for their games.

Subsection 2. MATCH ASSIGNOR – The SRC has the responsibility to certify any assignor who will oversee the assignment of US Soccer Affiliated matches. The assignor is technically known as the Match Assignor. While assignors may have individual contracts with leagues or tournaments, for governance and certification purposes they will all report to the SRA or, if so designated, the State Director of Assignment.

SECTION 2. RESPONSIBILITIES

Subsection 1. USSF MEMBERS – The Board of Directors for each USSF Member, or its designee, shall provide guidance for games of that Member for which referees are to be assigned under this policy.

Subsection 2. MATCH ASSIGNOR – The Match Assignor is any certified USSF assignor within the MDCVASRP. The primary responsibility of the Match Assignor is to provide overall direction in assigning referees to all games under this policy. This responsibility includes assigning referees for games, the selection and instruction of referee assignors for games, the procedures for the payment of referees and referee assignors, and monitoring referee performance at those games. The Match Assignor shall screen prospective referee assignors for games and supervise all referee assignors engaged to assign referees to games. The Match Assignor is responsible for monitoring the level of coverage and activities that may occur at games, including all referee assaults and abuses and referee misconduct.

As some Assignors have developed contracts with UNAFFILIATED leagues, the communications of what is affiliated and not affiliated must be clear to all parties (referees, assessors, other assignors, etc.). Accordingly, the assignor for any soccer match in the Metropolitan District of Columbia, Virginia and Maryland will provide a statement to any referee contacted to officiate a match informs the contacted referee about the affiliation of the match with US Soccer. An example statement is:

“I am a registered and current match assignor within the MDCVASRP. The match (or matches) I am assigning to you **IS (or ARE)** affiliated with VYSA, MDCVSA, or US Club Soccer, which are the only US Soccer affiliated organizations that the MDCVASRP supports. Please accept or decline this appointment as soon as possible.”

If an assignor fails to meet this requirement or assigns a referee an unaffiliated soccer match using a misleading statement, he or she is subject to disciplinary action by the Local Area Administrator or the State Referee Committee which can include revocation of assignor credentials.

If a referee does not receive a statement about the affiliation of the assignment, he or she should assume that the match is UNAFFILIATED and should decide if he or she wants to officiate an unaffiliated match; noting that refereeing an unaffiliated match relinquishes US Soccer and the MDCVASRP from any liability that may occur because of this decision.

Subsection 3. STATE REFEREE PROGRAM CERTIFIED ASSIGNORS – Consistent with this policy, the Match Assignor is responsible for selecting referees for games that the assignor has responsibility for. Upon selecting and reaching an agreement with the referee to officiate a match that the assignor is responsible for, an expectation of payment by the assignor to the referee for services rendered is understood by the assignor and the referee. Assignors are responsible for payment of service upon entering the agreement and completion of the match being officiated. Assignors will ensure that referees are paid promptly. Prior to any agreement, it must be clear with the official who will pay the referee (e.g. the USSF Member, the Assignor, SRC, etc.). However, Assignors should not enter an agreement with a referee that would require the referee to seek payment from a league, tournament or other competition authority, should payment to the referee not be made in a timely manner. If a league, tournament or other competition authority withhold payment, the assignor will ensure that the referee is paid and will not leave the individual referee to try and recover payment from another person/organization. The referee does not enter into an agreement for service with anyone but the assignor. Ultimate responsibility for payment is that of the assignor.

Subsection 4. STATE REFEREE ADMINISTRATOR (SRA) – The SRA is responsible for referee assignments to games as provided in this policy, but may not make the assignments. This responsibility includes ensuring that referees are aware of all games and encouraging referees to referee these games. When appropriate, the SRA may require referees in the SRP to make themselves available to referee games under this policy, with such requirement consistent with the policies of USSF and the SRC, especially regarding the priority of games and the requirements related to timeliness in requiring referees to change games to which they are assigned to referee.

Subsection 5. SRC Technical Committee – The **SRC Technical Committee** is responsible for developing a list of referees who, as part of their growth and development, should be used in higher levels of competition. This list will be provided to the LAC and competitions managed by the SRC under this policy (State Cup, Open Cup, etc.).

SECTION 3. GUIDELINES

Subsection 1. ASSIGNOR – The individual Assignor must be an experienced USSF certified assignor, familiar with games for which referees are to be assigned under this policy and the requirements associated with those games.

Subsection 2. VYSA STATE CUP FINALS GAMES

(a) The Assignor selected to assign the State Cup Finals Weekend matches shall be solely and personally responsible for the assignment of VYSA State Cup semi-final and final games (or quarter-final games and above if centrally located).

(b) The State Director of Referee Assessment (SDA) is responsible for ensuring that all VYSA State Cup semi-final and final games (or quarter-final games and above if centrally located) are assessed.

PART VI—SRP JOB DESCRIPTIONS

CHAIRMAN, STATE REFEREE COMMITTEE

Title: Chairman, State Referee Committee

Function: To provide overall supervisory authority for carrying out the State Referee Program(SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc. (MDCVSA), and the Virginia Youth Soccer Association, Inc. (VYSA), and ensures compliance with the National Referee Development Program of the United States Soccer Federation through the SRP.

Requirements:

- Possess leadership capabilities.
- Knowledge of the National Referee Development Program, including instruction, assignment, recruitment, retention, and promotion of referees.
- Ability to coordinate the referee matters of the 2 State Associations.
- Ability to work in harmony with all Federation members and local officials in the development of the National Referee Development Program.
- The Chairman may be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The Chairman is appointed by the 2 State Associations.

Term: The Chairman is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each odd-numbered year.

Reports To: The Chairman makes reports to the SRC and the 2 State Associations.

Responsibilities: The Chairman is responsible for—

- (1) communicating and consulting with the SRC.
- (2) coordinating with the SRA concerning activities of the SRP, including oversight of the financial activities of the SRP and the preparation of the SRP budget, overseeing proposed planning, policies, and requirements.
- (3) preparing or approving all SRC reports and proposals.
- (4) ensuring that all activities of the SRP are carried out, including adopted plans, policies, and requirements.
- (5) appointing individuals to subcommittees to assist with SRC activities.
- (6) representing the SRC at meetings.
- (7) preparing and administering the SRP budget.
- (8) administering all bank accounts and other financial matters of the SRP.
- (9) coordinating with the SRA the selection of referees for Cup competitions, ODP activities, and other special activities and events of the 2 State Associations.
- (10) presiding at meetings and activities under the responsibility of the SRP.

(11) appointing for the 2 State Associations hearing committees to consider and decide cases involving complaints of misconduct by game officials.

STATE REFEREE ADMINISTRATOR

Title: State Referee Administrator (SRA)

Function: To carry out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA), and to carry out the National Referee Development Program of the United States Soccer Federation through the SRP.

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- The SRA may be a member of the Board of Directors or Executive Committee of a State Association but may not be the president or chief officer of a State Association.
- The SRA may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SRA is appointed by the 2 State Associations.

Term: The SRA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each odd-numbered year.

Reports to: The SRA reports to the SRC, coordinates SRP activities with the Chairman of the SRC, and reports to the Federation's Referee Committee.

Responsibilities: The SRA is responsible for—

- (1) the registration of referees, assessors, instructors, and assignors through the State Referee Registrar.
- (2) carrying out the Federation National Assessment Program for the SRP through the State Director of Assessment.
- (3) supervising the technical staff of the SRP (SRA, SYRA, SDA, SDI), the State Registrar, the State Assignor Coordinator, the State Registrar, the State Games Assignor-Coordinator, and area administrators, assessors, and instructors.
- (4) carrying out the Federation Referee and Referee Instructor Development Program for the SRP through the State Director of Instruction.
- (5) carrying out the coordination of referee assignments through the State Assignor Coordinator.
- (6) identifying and training National Referee candidates.
- (7) maintaining all necessary administrative records of the SRP office.
- (8) filing necessary reports with, responding to inquiries of, and communicating with the Federation National Referee Office.
- (9) maintaining supplies at the SRP office.
- (10) carrying out the programs and directives of the SRC.

- (11) communicating with referees, assessors, instructors, and assignors concerning interpretations of the Laws of the Game, Law changes, publications, courses, courses, and other areas.
- (12) presiding at meetings and other activities of the SRP in the absence of the Chairman.
- (13) other matters as provided by the Federation's National Referee Manual.

STATE YOUTH REFEREE ADMINISTRATOR

Title: State Youth Referee Administrator (SYRA)

Function: To assist the State Referee Administrator (SRA) in carrying out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc. (MDCVSA), and the Virginia Youth Soccer Association, Inc. (VYSA), and ensures compliance with the National Referee Development Program of the United States Soccer Federation through the SRP.

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- The SYRA may not be an official of a Virginia or Mero DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SYRA is appointed by VYSA with the advice of the SRC.

Term: The SYRA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each even-numbered year.

Reports to: VYSA with functional responsibilities to the SRC and the SRA.

Responsibilities: The SYRA is responsible for —

- (1) proposing, developing, supporting, and assisting in the training of youth referees.
- (2) serving as liaison between VYSA and referees, assessors, instructors, and assignors registered through the SRP.
- (3) liaison with the Region I Youth Referee Committee.
- (4) coordinating referee sessions at the VYSA annual workshop.
- (5) coordinating activities related to the selection of the Youth Referees of the Year.
- (6) making recommendations concerning referees for youth ODP and Cup tournaments.
- (7) investigating and reporting to the SRC on matters that arise in youth games.

STATE DIRECTOR OF ASSESSMENT

Title: State Director of Assessment (SDA)

Function: To carry out the National Referee Assessment Program for the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Holds a current State Assessor grade or higher.
- Demonstrated competency in—
 - (1) administration, program planning, and program implementation.
 - (2) referee assessment.
 - (3) the ability to get along with officials of referee administration at the local, State Association, regional, and national levels.
- The SDA may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SDA is appointed by the 2 State Associations on recommendation of the State Referee Committee (SRC).

Term: The SDA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each even-numbered year.

Reports to: The SDA reports to the SRC with functional responsibility to the National Director of Referee Assessment.

Responsibilities: The SDA is responsible for —

- (1) carrying out, in coordination with the SRC, the programs of the National Referee Assessment Program and developing programs for the SRP as needed to meet this responsibility.
- (2) working with the SRC to train and develop sufficient assessors to meet the assessment needs of the SRP.
- (3) organizing a program for developing, testing, and upgrading assessors and recommending upgrades to the National Director of Referee Assessment.
- (4) coordinating the registration and certification of referee assessors per Federation criteria.
- (5) maintaining records and preparing statistics related to referee assessments and developing a database for the SRP to maintain these records and statistics.
- (6) developing a program for submitting all assessments of national, international, and State I referees to the National Director of Referee Assessment for inclusion in the national database.
- (7) keeping the National Director of Referee Assessment informed about the operation of the assessment program within the SRP.

- (8) maintaining contact with assessors registered with the SRP and promoting their welfare.
- (9) making recommendations to the SRC about appointments as Area Directors of Referee Assessment.
- (10) providing expertise about State Referee selection, game assignments, and other information required by the SRC.
- (11) maintaining an adequate supply of assessment forms and supporting materials to meet SRP needs.
- (12) providing routine feedback to the State Director of Referee Instruction (SDI) about problems identified the SRP assessment program, to enable the SDI to plan instructional programs to correct the problems.
- (13) performing other responsibilities about the SRP assessment program as determined by the SRC.

STATE DIRECTOR OF INSTRUCTION

Title: State Director of Instruction (SDI)

Function: To carry out the National Referee Instructional Program for the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

Should hold the rank of State Referee Instructor for at least one year.

Demonstrated competency in—

- (1) planning, designing, implementation, and administration, including the ability to bring projects to a conclusion.
- (2) instruction and training.
- (3) knowledge of the Laws of the Game, including referee procedures, techniques, and mechanics.

The SDI may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SDI is appointed by the 2 State Associations on the recommendation of the State Referee Committee (SRC).

Term: The SDI is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each even-numbered year.

Reports to: The SDI reports to the SRC with functional responsibility to the National Director of Referee Instruction.

Responsibilities: The SDI is responsible for—

- (1) developing, implementing, evaluating, and providing at least 5 hours of in-service training for all grades of referees registered through the SRP and ensuring that all such in-service training programs are up-to-date and conform to Federation guidelines.
- (2) conducting entry-level referee courses.
- (3) conducting written tests for all referees and a physical fitness test for grade 7 referees and higher for recertification.
- (4) providing at least 6 hours of preparatory training for National Referees and candidates for National Referee.
- (5) supervising and evaluating the instructional staff of the SRP.
- (6) recommending instructors for upgrading, and dismissing instructors, and reporting all such recommendations and dismissals to the National Director of Referee Instruction, the Federation's National Referee Office, and the SRA.
- (7) conducting Federation-approved entry-level instructor courses (Associate Referee Instructor) and instructional theory into practice (ITIP) referee instructor courses.
- (8) convening all instructors at least once a year to maintain communications and continuity of the Program.

- (9) approving the assignments of all instructors, including instructions of the SRP instructing outside the jurisdiction of the SRP, using guidelines in the National Referee Manual.
- (10) registering all instructors, except National Instructors, residing within the jurisdiction of the SRP.
- (11) disseminating Federation training material to all instructors. approving all non-Federation-approved instructional materials to be used by the SRP.
- (12) being the sole interpreter of the Laws of the Game for the SRP, disseminating standardized interpretations.
- (13) acting as liaison among all members involved in the instructional program of the SRP for all matters related to instruction and the application and interpretation of the Laws of the Game.
- (14) on request, assisting the State Director of Referee Assessment in matters related to instruction and the application and interpretation of the Laws of the Game.
- (15) on request, and as the SDI believes is appropriate, advising members of the 2 State Associations on the application and interpretation of the Laws of the Game.
- (16) acting as liaison among appropriate officials in matters concerning interstate teaching assignments.
- (17) maintaining records of courses, courses, and recertifications conducted for the SRP.
- (18) maintaining communications with the SRC, especially the SRA.
- (19) making recommendations to the SRA about appointments as Area Directors of Referee Instruction.

STATE DIRECTOR OF ASSIGNMENT/ASSIGNOR LIAISON

Title: State Director of Assignment/Assignor Liaison (SDASLN)

Function: Responsible for developing an assignor network that meets the needs of the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA)

Requirements:

- Holds a current Grade 8 or higher referee and has been a registered assignor within the previous 3 years.
- Demonstrated competency in—
 - (1) administration, program planning, and program implementation.
 - (2) referee assignment process and knowledgeable about referee, assignor and assessor issues pertaining to referee development.
 - (3) ability to communicate, liaison, and work with certified assignors.
- The SDASLN may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SDASLN is appointed by the SRC upon nomination by the SRA.

Term: The SDASLN is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each odd-numbered year.

Reports to: The SDASLN reports to the SRA with functional responsibility to the SRC.

Responsibilities: The SDASLN is responsible for —

- (1) Working collaboratively with all assignors and competitions within the Metro DC and Virginia area
- (2) Organizing and instructing courses and courses for assignors
- (3) Developing in-service training materials for assignors.
- (4) Communicating and promoting SRC initiatives to all assignors
- (5) Representing the assignor issues to the SRC
- (6) Attending SRC meetings
- (7) If appointed as the State Director of Assignment (as opposed to Liaison . . . see Policy 101 Section 7), vote on SRC issues that have a voting requirement.

STATE REFEREE REGISTRAR

Title: State Referee Registrar (SRR)

Function: To supervise the registration of referees, assessors, instructors, and assignors registered with the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability and ability to work with State Association and local officials.
- Working knowledge of the administrative requirements of the SRP and the National Referee Development Program.
- The SRR may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: The SRR is appointed by the State Referee Committee (SRC)

Term: The SRR is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each even-numbered year.

Reports to: The SRR reports to the SRA.

Responsibilities: The SRR is responsible for—

- (1) maintaining a current list of all referees, assessors, instructors, and
- (2) assignors registered through the SRP, and providing, on request, copies of the list of referees to assignors registered through the SRP and others authorized to have copies of the list.
- (3) maintaining an accounting of all monies received and spent for registrations.
- (4) ensuring the completeness and correctness of all registration forms.
- (5) ensuring that all certifying, recertifying, and upgrading referees have met the requirements of the National Referee Office and the SRC.
- (6) ensuring that all registration forms, monies, and proper transmittal
- (7) forms, as required by the National Referee Office, are submitted on a timely basis.
- (8) assisting the SRC in other matters concerning referee registrations.
- (9) attending SRC meetings.

STATE REFEREE LOCAL ASSIGNOR COORDINATOR

Title: State Referee Local Assignor Coordinator (LAC)

Function: To coordinate referee assignments involving youth games by assignors registered with the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials, including assignors.
- Working knowledge of needs of assignors and assignment of referees.

Appointment: The LAC is appointed by the State Referee Committee (SRC).

Term: The LAC is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of each odd-numbered year.

Reports to: The LAC reports to the State Referee Administrator (SRA).

Responsibilities: The LAC is responsible for—

- (1) coordinating with the assignors registered with the SRP the referee assignments made by those assignors.
- (2) ensuring that assignors are aware of the order of priority of games in
- (3) making referee assignments.
- (4) ensuring that assignors have up-to-date referee lists.
- (5) assisting in resolving conflicts that may arise concerning referee assignments.

AREA DIRECTOR OF REFEREE ADMINISTRATION

Title: Area Director of Referee Administration (ADA)

Function: To carry out, within the service area of the State Referee Program (SRP) designated for the ADAD, administrative responsibilities of the SRP administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- The ADA may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: Each ADA is nominated by the State Referee Administrator (SRA) and approved by the State Referee Committee (SRC).

Term: Each ADA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of either an odd-numbered or even-numbered year, as designated by the SRC.

Reports to: Each ADA reports to the SRA.

Responsibilities: An ADA is responsible for carrying out, within the service area assigned the ADA, administrative activities of the SRP as designated by the SRA.

AREA DIRECTOR OF REFEREE ASSESSMENT

Title: Area Director of Referee Assessment (ADA)

Function: To carry out, within the service area of the State Referee Program (SRP) designated for the ADA, referee assessment responsibilities of the SRP administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- The ADA may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: Each ADA is nominated by the State Director of Assessments (SDA) and approved by the State Referee Committee (SRC).

Term: Each ADA is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of either an odd-numbered or even-numbered year, as designated by the SRC.

Reports to: Each ADA reports to the SDA in coordination with the State Referee Committee.

Responsibilities: An ADA is responsible for carrying out, within the service area assigned the ADA, referee assessment activities of the SRP as designated by the SDA.

AREA DIRECTOR OF REFEREE INSTRUCTION

Title: Area Director of Referee Instruction (ADI)

Function: To carry out, within the service area of the State Referee Program (SRP) designated for the ADI, referee instruction responsibilities of the SRP administered by the State Referee Committee (SRC) for the 2 State Associations of Metropolitan DC-Virginia Soccer Association, Inc.(MDCVSA), and the Virginia Youth Soccer Association, Inc.(VYSA).

Requirements:

- Administrative ability, knowledge of the needs of the SRP, and ability to work with State Association and local officials.
- The ADI may not be an official of a Virginia or Metro DC referee association and may not assign referees to games nor be responsible for assigning games.

Appointment: Each ADI is nominated by the State Director of Instruction (SDI) and approved by the SRC.

Term: Each ADI is appointed for a term of 2 years and may be reappointed. Each term begins on July 1 of either an odd-numbered or even-numbered year, as designated by the SRC.

Reports to: Each ADI reports to the SDI in coordination with the State Referee Committee.

Responsibilities: An ADI is responsible for carrying out, within the service area assigned the ADI, referee instruction activities of the SRP as designated by the SDI.

APPENDICES



APPENDIX 1. Metro DC –VA State Referee Program – Reimbursement Request

2241-E Tacketts Mill Drive, Woodbridge, VA 22192 •(703)491-1717•Outside 703 area (888)832-1866•Fax (703) 492-1948

NAME	EVENT/PROGRAM
ADDRESS	LOCATION
CITY/ST/ZIP	SIGNATURE
TITLE/POSITION	

DAY DATE	PERSONAL AUTO		LODGING (includes taxes)	MEALS	TOLLS AND PARKING	TAXI, LIMO OR SHUTTLE SERVICE	AIRFARE AND AUTO RENTAL	OTHER		DAILY TOTAL
	MILES DRIVEN	AMOUNT (\$.50/mile)						EXPLANATION	AMOUNT	
Monday / /				B L D						
Tuesday / /				B L D						
Wednesday / /				B L D						
Thursday / /				B L D						
Friday / /				B L D						
Saturday / /				B L D						
Sunday / /				B L D						
ITEM TOTALS										

COMMENTS:	TOTAL AMOUNT TO BE REIMBURSED
	APPROVED BY _____ DATE _____

