Assessor Breakout Sessions
Assessment Process

January 12, 2019

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Assessment Process

- This session is to look at the process for scheduling assessments and assigning assessors
  - Look at the steps in the process
  - ADA responsibilities
  - Assessor responsibilities
  - Referee responsibilities
Assessment Process Overview

- **Referee:**
  - Receives match assignment and submits request for assessment

- **ADA:**
  - Receives request and finds available assessor
  - Makes assessment assignment and monitors

- **Assessor:**
  - Responds in timely manner to ADA availability requests
  - Accomplishes assigned assessment
  - Submits & distributes assessment feedback within 5 days of assessment match (USSOCCER policy)
Assessment Process

• Steps in the process

  • Referee gets match assignment
  • Referee submits assessment request
    • Format on MDCVSRP web site
    • Email to SDA, all ADAs, and assignor
    • Make payment at time of request
  • ADA for area where assessment occurs sends out availability request to assessors.
    • Usually occurs about a week prior to match (depending on when request is received)
  • ADA makes assessor assignments and sends out notification email to referee, assessor, and assignor
    • based on assessor availability and whether assessor has seen referee previously that year (important to track by ADA, assessor, & referee)
    • Other considerations may include request by referee/assessor not to be assigned
Assessment Process
Responsibilities

• **Assignors:**
  • Work with referees to ensure referee development is supported using the assessment process
  • Work with SRA, SYRA, SDA, and ADAs to identify referees for advancement
  • Work with ADA to support referee requests for assessments

• **Referee:**
  • Submit assessment request to the people identified on the MDCV SRP web site using the correct format
  • Submit payment at time that assessment request is submitted
  • Keep assigned assessor and ADA updated on any changes to the requested assessment information
Assessment Process
Responsibilities

• **ADA:**
  - Process all received requests to ensure maximum coverage
  - Work with assignors and referees regarding match schedules and changes
  - Ensure assessors are kept updated on latest news and changes to any policies, procedures, or assessment assignments

• **Assessors:**
  - Respond to ADA requests for availability in a timely manner
  - Keep ADA informed of any changes affecting assigned assessments
  - Provide feedback to ADA on assessment results with 1-2 days of assessment completion (result and explanation if necessary)
  - Submit completed assessment feedback within 5 days of the assessment match (USSOCCER policy and different than in MDCVSRP Policy Manual)
ADA sometimes need help covering assessments

Sometimes there are not enough available assessors to cover requests in their area.

If an assessor is willing to travel to other areas to cover assessments please let the ADAs so they can include you on requests for availability in their area.
ONE NATION.
ONE TEAM.