



THE STATE REFEREE UPGRADE PROCESS

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As you begin to consider requesting an upgrade as a referee from grade 7 to grade 6, or grade 6 to grade 5, please keep the following points in mind with respect to the procedure that must be followed for potential upgrade.

- 1. Game Experience Records:** Before making an upgrade request, compile a complete record of your game experience, using the Official USSRC Game Record Worksheet (EXCEL). Compile on this worksheet, the following details for **every US Soccer-affiliated match officiated**, as required for upgrade game count: **Date and location of Match; The Teams that played, their Age, Gender, League, and Division**. Include your name and US Soccer referee ID number found on your US Soccer referee registration card in the game experience worksheet header section. If you have a logon to the pro website, please use your Pro ID number. Incomplete game experience records will not be considered, so make sure your records are complete and accurate. College and High school matches are not acceptable—please do not include them on your game record worksheet. Please refer to the USSRC Policy Manual for game count requirements, and take into consideration that you must follow the ‘time in grade’ requirements imposed by US Soccer when requesting upgrade.
- 2. Upgrade request:** Once you’ve completed your game experience records on the appropriate worksheet, send the worksheet via e-mail to the SDA (utahsda@gmail.com), with a copy to the SRA (scottieref@yahoo.com), requesting upgrade. The game experience worksheet will help the SDA and the SRA determine if the appropriate number and level of games refereed, as well as your role in those matches, meets the upgrade requirements. If you do not have the required game count at the appropriate level, your upgrade request will not be approved. If you meet the requirements for upgrade, you will receive a confirmation of your status from the SDA or SRA. At that time, send a check payable to the USSRC (Utah State Soccer Referee Committee) to the SDO for the correct amount: Grade 7 to 6 of 6 to 5=\$50 per game (3 assessments total, 2 as referee and one as assistant referee). This check must be received before any assessments will be scheduled. Please send the check to Scott Harward, SDO, 4476 S. Century Dr. Suite ‘B,’ Salt Lake City, UT 84123.
- 3. Assessment Assigning:** After your upgrade request has been approved, please send a list of games that you have been assigned to that meet the criteria for evaluation/assessment to the SDA, with all the pertinent match information including the names of the entire officiating crew if available. Matches that qualify for upgrade assessments must meet the following requirements: have at least 40 min. halves; be officiated using the Diagonal System of Control; have a complete referee team (center referee and two assistant referees); be carried out by a current State or National Assessor; be ‘full assessments’ (e.g. not ‘D & G’ assessments). Potential matches for consideration for these assessments must be at the following levels of play: Girl's U19/Boys U18 matches or higher; Mens’ ‘Premier’ and 1st divisions; Mens’ O-30 1st division; Mens’ 0-35 1st division; WPSL; PDL; MLS; NASL; USL Pro; NWSL; International or Open Cup matches assigned by US Soccer/PRO; or a match at the discretion of the SDA or SRA. **Please give at least 5 business days advance notice to attempt to set-up an assessment.** Assessments should always be on your first or only game of the day, so please plan accordingly when providing the list of possible matches for evaluation/assessment. Once the assessor assignment has been made, you will be informed of the name of the assessor. Contact the assessor before the match to verify the pertinent game information.
- 4. The remainder of the upgrade process:** When you have successfully met the assessment requirements for upgrade to State Referee, you will be informed of this by the SDA. At that time, please contact the SRA to ensure that you meet the remaining requirements for upgrade, including testing and state referee course completion.

Feel free to contact me at utahsda@gmail.com, or on (435) 760-9360 between 9-5pm, Monday through Saturday, if you have any questions.