

# Utah State Soccer Referee Program POLICY MANUAL

**Administered by the  
Utah State Soccer Referee Committee**

**FOR THE  
UTAH ADULT SOCCER ASSOCIATION, INC.  
AND  
UTAH YOUTH SOCCER ASSOCIATION, INC.**

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# PART I—GENERAL POLICIES

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## *Policy 101—Utah State Soccer Referee Program*

### **Rule 1. ESTABLISHMENT AND PURPOSES**

1. The Utah State Soccer Referee Program was jointly created in August 2001 by the Utah Adult Soccer Association, Inc. and Utah Youth Soccer Association, Inc.
2. Purposes of the Utah State Soccer Referee Program are:
  - a. To carry out the National Program For Referee Development of the United States Soccer Federation through the State Referee Program
  - b. To register and develop the quality and quantity of Federation officials, assessors, instructors, and assignors required to serve the two State Soccer Associations in achieving excellence in officiating, assessment, education, and administration.

### **Rule 2. DEFINITIONS**

In this policy:

- |                        |   |
|------------------------|---|
| ◦ Chairperson          | SRC member not holding any other SRC position             |
| ◦ “Federation”         | United States Soccer Federation, Inc.                     |
| ◦ “SAC”                | State Referee Assignor Coordinator                        |
| ◦ “SDA”                | State Director of Referee Assessment                      |
| ◦ “SDI”                | State Director of Referee Instruction                     |
| ◦ “SRA”                | State Referee Administrator                               |
| ◦ “SRC”                | State Referee Committee                                   |
| ◦ “SRP”                | State Referee Program (Utah State Soccer Referee Program) |
| ◦ “SRR”                | State Referee Registrar                                   |
| ◦ “State Associations” | UASA and UYSA   |
| ◦ “State Games”        | Youth Competition State Cup Matches                       |
| ◦ “SYRA”               | State Youth Referee Administrator                         |
| ◦ “Technical staff”    | SRA, SDI, SDA, SAC, SYRA, and SDI                         |
| ◦ “UASA”               | Utah Adult Soccer Association, Inc.                       |
| ◦ “USASA”              | United States Adult Soccer Association                    |
| ◦ “USSF”               | United States Soccer Federation                           |
| ◦ “USSRC”              | Utah State Soccer Referee Committee                       |
| ◦ “UYSA”               | Utah Youth Soccer Association, Inc.                       |

### **Rule 3. STATE REFEREE COMMITTEE**

1. The State Referee Committee (SRC) is responsible for the administration of the SRP Policy and program development which includes:
  - Administration
  - Registration
  - Grade evaluation
  - Recruitment
  - Instruction
  - Mentoring
  - Assessment
  - Retention
  - Assignments
  
2. The SRC is composed of the following:
  - Chairperson
  - SRA
  - SDI
  - SDA
  - SYRA
  - SAC
  - UASA President
  - UYSA President
  - State Association Representative from UASA
  - State Association Representative from UYSA
  - Secretary
  - Treasurer
  
3. SRC Voting Members
  - The Secretary, and Treasurer are the only non-voting members of the SRC
  - 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.
  
4. The SRC shall meet at times, dates, and places determined by the SRC, 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.
  
5. The Chairperson shall preside at all meetings. In the absence of the Chairperson, the SRA shall preside.

#### **Rule 4. SPECIFIC SRC RESPONSIBILITIES**

1. In carrying out this policy, the SRC shall develop and/or oversee the implementation of the following activities and programs:
  - a. the adoption and revision, as appropriate, of job descriptions for all positions of the SRP;
  - b. the timely submission of registration forms of officials, assessors, instructors, and assignors;
  - c. procedures for upgrading referees;
  - d. scheduling, instruction, and testing for re-registration;
  - e. determining the level and number of games a referee must officiate annually to re-register at the referee's existing grade level;
  - f. scheduling, instruction, and testing for new officials, assessors, instructors, and assignors;
  - g. providing clinics for all levels of officials, instructors, and assignors and producing training aids under the guidance of the SDI;
  - h. training and recruitment of assessors under the guidance of the SDA;
  - i. the coordination and assignment of assessors to youth and amateur games, including the assignment of assessors to meet the assessment needs of officials under guidance of the SDA;
  - j. providing for the mentoring of officials;
  - k. retaining currently registered officials, assessors, instructors, and assignors
  - l. compiling and providing a list of registered officials for use by registered assignors in assigning games within the jurisdiction of the State Associations;
  - m. being the Referee Disciplinary Committee, and considering and deciding appeals of decisions of hearing committees when game officials are found guilty of misconduct;
  - n. setting the priority of assignments for state-level competitions;
  - o. supervise the coordination and assignment of officials for competitions of each of the State Associations and providing officials for competitions of USASA and USYSA Region IV.

## **Rule 5. FINANCE**

1. The SRP fiscal year shall be the calendar year of **January 1** through **December 31** of the same year.
2. The SRC shall provide for fiscal controls and accounting procedures consistent with generally accepted accounting principles to ensure the prudent use, proper disbursement, and accurate accounting of all SRP monies, including having an annual review or audit of the SRP accounts.
3. The SRA, with assistance from the Treasurer and other members of the technical staff, shall prepare a proposed annual budget for the SRP. The proposed budget shall be submitted to the SRC not later than **November 15th** of each year for its approval. After budget approval by the SRC, copies of the approved budget shall be provided to the State Associations.
4. The SRC shall also provide the State Associations with quarterly financial statements on the operations of the SRP.

## **Rule 6. RESPONSIBILITIES OF THE CHAIRPERSON AND THE TECHNICAL STAFF**

Refer to Part VI -- Job Descriptions

## **Rule 7. STATE REFEREE ASSIGNOR COORDINATOR**

Refer to Part VI -- Job Descriptions

## **Rule 8. ADMINISTRATIVE AREAS AND POSITIONS**

The SRC shall establish areas within Utah for the administration of the SRP. Under the direction of the SRC Technical staff, each area may have additional area technical staff required to administer necessary elements of the SRP, including Area Director of Referee Administration, Area Director of Referee Assessment, Area Director of Referee instruction, and Area Assignor Coordinator.

## *Policy 102—Travel Expenses*

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

### **GENERAL TRAVEL AND REIMBURSEMENT REQUIREMENTS**

1. **Payment.** All payments for travel and other reimbursable expenses will be paid by check as directed by the SRC. No payment will be made from cash funds at an event or program.
2. **Reimbursement Request Forms\* Must Be Used.** Reimbursement request forms must be used by anyone requesting reimbursement for travel expenses. All information requested on the form is required: name, address, title/position, dates, signature, etc.
3. **Original Receipts Requirement.** Expenditures for more than \$25 (except for mileage) must be submitted with an original receipt in order to be reimbursed. For amounts of \$25 or less, when no receipt can be obtained, the person must submit a personal, signed statement indicating the date, amount, and nature of the expenditure made by that person.
4. **Meal Expenses.** Costs of meals plus tips may not exceed \$10 for breakfast, \$15 for lunch, and \$20 for dinner. Alcohol is not a reimbursable expense. Exceptions from these maximums may be made on an individual basis.
5. **Air Travel.** Air travel will be at the lowest coach class airfare available to the destination. Air travel arrangements are to be made as far in advance of the date of travel as is possible under the circumstances to ensure the lowest possible fare.
6. **Mileage.** Mileage reimbursement will be made at the rate of **40 cents per 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.
7. **Rental Cars.** Prior to rental of a car, consideration should be given to the 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 reimbursement or other means of transportation, such as airport limousines or taxis. The person may only rent an economy or compact-sized car, except when 3 or more individuals are traveling together and using the car. Itemized rental receipts and payment receipts are required.
8. **Timely Submission.** The SRA must receive a Reimbursement Request form within 45 days from the date the expenses are incurred, except that a form for expenses incurred in December should be received by the SRC no later than January 10<sup>th</sup> due to the end of the calendar year.



9. **Expenses Incurred For Persons Not Included Elsewhere In This Policy.** Expenses incurred for other persons should only be for persons eligible for reimbursement from the SRP and for expenses that have not been submitted on any other Reimbursement Request form. The responsible individual must complete the Reimbursement Request form and then enter the names, titles/positions, and expense amounts of those expenses on the Other Party Expense\* form. Please note that the detailed amounts on the Other Party Expense form must add up to the total entered on the Reimbursement Request form.
10. **Approvals.** Only the Chairperson of the State Referee Committee (SRC) and the SRA have approval authority for travel expenses.

## **REIMBURSEMENT PROCEDURES**

**Note: All out-of-state travel plans and estimated costs must be submitted to the SRA, in written format, for pre-approval to be eligible for reimbursement.**

1. **Completed Expense Reimbursement Request Forms.** A completed Reimbursement Request form with original or scanned copies of receipts attached should be submitted directly to the SRA. 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.
2. **Review of Forms.** The SRA will review each Reimbursement Request form for completeness and accuracy.
3. **Payment.** The SRA will issue a check following review and approval of all expenses.
4. **Denied Requests.** A Reimbursement Request form that is denied will be returned to the person submitting the form.
5. **SRA Accountability.** The SRA will report all approved reimbursements to the SRC in their next scheduled committee meeting.

\*Copies of the Estimated Travel Expense and Reimbursement Request forms are included in the "Forms" folder on the USSRC website.

## *Policy 103—Participating Outside State of Registration*

### **GENERAL INFORMATION**

The State Referee Committee strongly encourages officials, assessors, and instructors from other states to participate in USSF activities held in Utah. This practice brings increased value to the players, officials, and spectators at these games.

Utah officials, assessors, and instructors are encouraged to travel to other states to participate in USSF activities. The State Referee Committee supports such travel as it increases the experience of officials, assessors, and instructors from Utah and often helps programs in other states.

### **1. OFFICIALS**

Officials must be “in good standing” with the SRC before working games in other states. To insure that a referee has met their obligations to the state association and will appropriately represent the SRP, any Utah official traveling to another state to work games shall inform the SRA of their intentions. As long as the official is in good standing, has fulfilled his or her obligations to the State Referee Program, and has met all requirements for a particular out of state game, the SRA will take no action.

Officials wishing to travel to another state for an assessment **must have permission** from the Utah SDA who will then contact the SDA in the state to which the referee is traveling.

While USSF policies do not require an official coming into Utah to provide written permission from his or her SRA before being allowed to officiate in Utah, it is the policy of the State Referee Committee that names of visiting officials be forwarded to the SRA. The SRA will then verify that visiting officials are currently registered with the USSF and, if needed, contact the official's SRA to ensure the official is in good standing. Anyone inviting officials from out of the state should forward the names to the SRA.

### **2. 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 is visiting. Any assessment given by an assessor without these permissions could be considered to be invalid. Therefore, any assessor from Utah traveling out of state to conduct an assessment must first contact the Utah SDA who will assist, if needed, in contacting the SDA in the state to be visited. Acceptance of out-of-state assessments of Utah referees by non-Utah assessors is subject to SDA approval. Furthermore, any assessor invited to conduct assessments at any game held in Utah must get permission from the Utah SDA before conducting any assessment in

Utah, unless appointed to a regional or national-level event by the USSF. Anyone inviting the assessor (or the assessor himself or herself) should contact the Utah SDA.

### **3. INSTRUCTORS**

It is the policy of USSF and the State Referee Program that all activities conducted for the purpose of official, assessor, or instructor training or which may be used to satisfy official training requirements, be done in coordination with the State Director of Instruction. This policy is consistent with the policies and procedures of USSF and is proper protocol. This policy pertains to all classes, clinics, and any other form of instruction provided to officials or instructors within Utah. 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 officials. Anyone wishing to invite a guest presenter from another state should first coordinate with and get the permission of the Utah SDI. All instructors traveling to another state to conduct any instruction must have approval of the Utah SDI and the SDI of the state where the instruction will occur.

## ***Policy 104—Social Security Numbers***

1. Should the SRC, SRA, SYRA or Treasurer require social security numbers from an assessor, instructor, referee or anyone in conjunction with the administration of the SRP for purposes of providing a 1099 form, a W-9 will be requested directly from the individual. Social security numbers may not be released. Any list provided by the SRC, SRA, or SYRA shall not include social security numbers. To assist in identification, a random ID number may be assigned to officials.
2. Any league or district required to provide an official with a 1099 form shall obtain the social security number directly from the official.

## PART II—REFEREE POLICIES

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### *Policy 201—Minimum Match Requirements*

1. All referees certified through the State Referee Program (SRP) of the Utah Soccer Association, Inc., and the Utah Youth Soccer Association, Inc. must satisfy the minimum match requirements as outlined in Appendix H: Referee Minimum Match Requirements
2. Amateur matches must be regular league matches in the SRP service area. Any competitive league game scheduled by the UASA for fall and spring seasons may be used to meet the minimum match requirements.
3. Youth matches must be league or tournament matches in the SRP service area. League matches must be at least 40-minute half matches (U16 and above). Tournament matches must be at least U-16 or above and must be at least 40-minute half matches. Where 45-minute half matches are not available, referees are expected to officiate the highest level of youth matches available in their area of the SRP service area.
4. If no amateur matches are available in the area of the referee in the SRP service area, the referee may substitute youth matches as provided under paragraph 3.
5. A referee may use professional and international matches to satisfy not more than 50 percent of the annual total match requirements of the referee.
6. The SRA has authority to downgrade or not re-certify any referee who consistently fails to meet these minimum match requirements. When this happens, the SRA will notify the referee in writing that a downgrade has occurred. 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.
7. If a referee is certified for only part of a year, match requirements will be prorated for that partial year.
8. At the time of re-registration, referees must present to the SRA a list of games officiated which meet these requirements.

## ***Policy 202—Part Year Registrations***

1. Any official registered during the current calendar year, but after the cutoff date established by the United States Soccer Federation as the last date for current year registration, will be registered for the next calendar year and may officiate for the balance of the current calendar year
2. Registration fees will be according to the fee schedule listed in the Appendix. Note the pro-rata fee addition for part year registrations which cover the remaining part of the current year.

## PART III—ASSESSMENT POLICIES

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### *Policy 301—Field Evaluation/Assessment Requirements*

#### 1. GENERAL

Referees and assessors must comply with the USSF certification, re-certification and upgrading requirements. Officials seeking to obtain assessments out of State must also comply with appropriate SRP policy for officiating out of state.

#### 2. FIELD EVALUATIONS

Officials may request a field evaluation at any time. The purpose of the evaluation is to provide the official with immediate feedback of his/her strengths and weaknesses on the field. Field evaluations may be performed at any level of competition on matches of any duration. Both teams must be currently USSF affiliated. No fee is assessed the official for a field evaluation. Payment to the assessor is made by the SRC from Referee Program funds.

#### 3. ASSESSMENT CRITERIA

a. **The following criteria apply for all assessments:**

- i. **Type of Match:** Formal assessment will only be performed on matches scheduled for a minimum of 2 x 40 minutes halves, between 2 currently registered USSF member teams. While some assessments may require a higher level of competition, the minimum game age level for formal assessments will be U16 for grade 7 or above. Field evaluations can be conducted on any match.
- ii. **Formal Assessments:** These are assessments required to meet standards for referee upgrade or recertification.
- iii. **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.”
- iv. **Assessor:** For formal assessments, only assessments assigned with the approval of 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.

- v. **Reports:** A short verbal game debriefing is expected following each match. Reports for all formal assessments must be filed online using the US Soccer format and program within 7 days of the match. The online forms are found at: “ussoccer.gameofficials.net”.
- vi. **Number of Assessments in a Calendar Day:** USSF guidelines dictate that an official may only count one assessment in any calendar day regardless of the position being assessed. For circumstances where there is more than one assessment scheduled in a day, the officials are responsible for informing the assessor(s) which match will be counted for which official. The assessor should assist the officials by reminding them of this requirement. If the officials fail to declare prior to the first match, then only the first assessment of the day will count.
- vii. **Exception to Spacing Requirements for Assessments:** Special circumstances may require that multiple assessments in the same day or assessments within the same month be counted for officials in Senior Select, National Cup, Professional games, Youth Regionals, or other special venues. Such exceptions must be approved in advance by a combination of any two of the following three individuals: SRC Chairman, SRA, SYRA, or SDA.

#### **4. REFEREE UPGRADE AND ASSESSMENT REQUIREMENTS**

- a. USSF policy will be followed for Grade 7 and Grade 6 upgrade and assessments.

#### **5. REFEREE UPGRADE PROCESS (Effective 1/20/2015)**

- a. There are three components to the upgrade process: administrative, instructional, and assessment.
- b. Each of these components will be taken into consideration as follows:
  - i. A sub-committee composed of the SDA, the SRA, the SDI, and the SYRA shall be convened to consider all upgrade requests;
  - ii. This ‘sub-committee,’ a standing committee, shall be called the “executive sub-committee on upgrade requests”;
  - iii. All upgrade requests shall be discussed and voted upon by these four members of the SRC before approval of the request is made;
  - iv. If the discussion of a particular candidate’s upgrade request leads to a tied vote, the Chairperson of the SRC shall become the determining vote;
  - v. Requests for upgrade from grade 8 to grade 7 shall be monitored administratively by the SRA;



- vi. Requests for upgrade from grade 7 to grade 6 shall be monitored administratively by the SDA;
- vii. All upgrade requests will be finalized with US Soccer by the SRA
- viii. Communication of the results of the sub-committee's decision with respect to an upgrade request to the candidates in question shall fall upon the aforementioned members of the SRC in administrative charge of the upgrade from a particular grade;
- ix. Said communication should be shared with the other members of the "executive sub-committee on upgrade requests, as well as the Chairperson of the SRC, if the Chairperson is required to make the determining vote on an upgrade request;
- x. When an upgrade candidate's completion of a particular aspect of the upgrade process is completed, the remaining members of the "executive sub-committee on upgrade requests" shall inform the candidate, as well as the other members of the sub-committee.
- xi. No upgrade will become complete until all aspects of the upgrade process have been satisfactorily completed and confirmed by the relevant members of the "executive sub-committee on upgrade requests."

## *Policy 302—Focus for Assessments/Evaluations*

Guiding Principle for Assessors: Help the individual become a better official.

1. An assessor must approach each assessment/evaluation with the following priorities in mind:
  - Reinforce good practices
  - Identify potential problem areas and recommend solutions
  - Make a factual report of the official's abilities to the SRP
  
2. Assessor must keep the following points in mind:
  - a. Assessors perform assessments/evaluations within the State Referee Program (SRP) to assist officials 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 is able to provide to our customers, the youth and amateur soccer programs in the state.
  - b. 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.
  - c. The assessor serves the SRP by providing feedback to the SRA on the official's ability to effectively officiate at the level of competition consistent with his grade (or requested upgrade). Objective, honest observation of the official's performance will allow the assessor to meet both feedback requirements.

## ***Policy 303—Assessment Fees and Assessor Pay***

### **1. GENERAL**

This policy applies for assessments assigned by the State Director of Assessment (SDA) within the scope of the State Referee Program. Any exceptions to this policy must be submitted in writing to the SDA for approval.

### **2. ASSESSMENT FEES**

The assessment/evaluation fees are listed in the Appendix.

### **3. PAYMENT PROCESS**

Officials requesting assessments or evaluations will notify the Utah SDA in writing of their desire to have an assessment or evaluation scheduled. The SDA will inform the referee should payment for a specific assessment be required. When required, checks should be made payable to: Utah State Soccer Referee Committee and mailed to the SDA.

Under the normal process, the SDA should have all assessment fees prior to the matches being scheduled.

### **4. ASSESSOR PAYMENTS**

Assessors will be paid according to the Assessor Fee Schedule shown in the Appendix. Payment may not be made if assessment reports are not filed in a timely manner... typically within 7 days of the match. (While these timelines are in keeping with USSF policy, the state recommends that whenever possible the assessor completes all required paperwork within 48 hours of the match.) Notify the SDA by e-mail when the assessment has been completed and released to the officials and attach a copy of the assessment report.

New Associate Assessors will have mentors assigned to their first three full assessments. For these assessments/evaluations with assigned mentors the Associate Assessor will be paid according to the Assessor Fee Schedule. Experienced Assessors who serve as mentors for new Associate Assessors will be paid according to the fee for providing oversight and assistance during the match and with the preparation of the Feedback and Report of Assessment paperwork.

### **5. PAYMENT PROCEDURES**

- a. **Completed Payment Request Forms.** A completed Assessor Payment Request form should be submitted directly to the SDA by assessors seeking payment for services rendered. 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.

- b. **Review of Forms.** The SDA will review each Assessor Payment Request form for completeness and will forward the approved form to the SRA for verification. Only a request that is complete and adheres to this policy will be forwarded for approval. Approval for payment will be submitted to the SRA within forty eight (48) hours for payment processing.
- c. **Payment.** Upon approval, the SRA will request payment be made to the assessor within seven (7) to ten (10) business days.
- d. **Denied Requests.** A Reimbursement Request form that is denied will be returned to the individual submitting the form.
- e. **Assessor Payment Request Form**  
The most current form is on the USSRC website.

## 6. TRAVEL REIMBURSEMENT

When assessment requirements cannot be met within the resources of the local area, the SDA or 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 completion of a reimbursement form and approval by the SDA. The assessor needs to fill out the reimbursement form and submit it to the SDA. Reimbursement will be at rate listed in the Assessor Fee Schedule, Appendix G. 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 SRA to initiate payment in conjunction with the payment for the assessment.

## 7. CANCELLATIONS

If an assessment/evaluation cannot be performed, assessors may still be entitled to compensation based on the following:

If the assessor is notified before departing to the field that the match has been cancelled or is not assessable, then no compensation will be paid.

In situations where the assessor reports to the field, but the match is not played and the referee 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 according to the Assessor Fee Schedule in Appendix G. This also applies for matches that are deemed by the assessor to be "Not Ratable" (i.e., not a sufficient test for the official).

If an approved assessment has not been performed due to weather conditions or game cancellation without the assessor being notified; or failure of a game official to show up for the game, the assessor will only be reimbursed for travel expenses at the mileage rate listed

in the Assessor Fee Schedule in Appendix G. The 50 mile one-way restriction **does not** apply in this situation.

## ***Policy 304—Distribution of Assessment Forms***

### **PURPOSE**

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

### **OBJECTIVE**

The objective of this policy is to ensure confidentiality of the completed report while providing those with a “need to know” access to the information necessary to:

- approve officials for upgrading
- assign officials to various level of games based on the officials’ competency
- develop lists of officials who are in the top 10 or 20 in their grades
- allow for training of assessors

### **1. GENERAL POLICY**

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

- State Director of Assessment (SDA)
- State Referee Administrator (SRA)

The SDA has custody of all completed assessment/evaluation forms. The SRA may review any form, but a copy should not be made and kept by the SRA.

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

The Chairman of the National Referee Committee may approve disclosure of assessment/evaluation 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.

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

## **2. DISTRIBUTION**

All formal assessments will be filed on-line with US Soccer. Distribution of or access to individual assessments will be according to USSF policy.

# ***Policy 305—Assessor Registration***

## **PURPOSE**

The purpose of this policy is to define the requirements for an assessor to certify or re-certify at each assessor grade.

## **OBJECTIVE**

The objective of this policy is to clearly state the requirements all assessors must meet as they progress through the established USSF assessor grades.

### **1. GENERAL POLICY**

#### Associate Assessor—Entry Level

- Successfully complete all requirements for the Associate Assessor Level clinic
- Must have been a registered Referee for a minimum of three years
- Must be 21 years of age or older

#### Associate Assessor Re-Certification

- Minimum of 5 observations during the previous year
- Reports are to be filed within 7 days of the match
- Attend and successfully complete an entire annual in-service assessor clinic
- Complete and submit to the SDA the Annual Assessor Activity Report

#### Referee Assessor

- Must have obtained a minimum Referee Grade of “07”
- Minimum of 15 assessments (long form) and 20 observations (short form)
- Reports are to be filed within 7 days of the match
- Recommended by the SDA
- Must be 22 years of age or older

#### Referee Assessor Re-Certification

- Minimum of 5 game assessments in the preceding year, 2 of which must be at the U-19 level or above
- Reports must be filed within 7 days of the match
- Attend and successfully complete an entire annual in-service assessor clinic
- Complete and submit to the SDA the Annual Assessor Activity Report



- Approval of the SDA

#### State Assessor—Provisional

- Must have attained a minimum referee grade of “06”
- Must have completed a minimum of 20 assessments on affiliated games using the diagonal system of control in competitive youth matches
- Reports must be filed within 7 days of the match
- Must have completed a minimum of 5 assessments at the amateur level (lower division)
- One year in grade as a Referee Assessor
- Successfully complete the State Assessor Training course
- Recommendation of the SDA
- Approval of the National Director of Assessment
- Must be 25 years of age or older

#### State Assessor—Provisional Re-Certification

- Minimum of 8 game assessments at the amateur division one level or higher
- Reports must be filed within 7 days of the match
- Attend and successfully complete an entire annual in-service assessor clinic
- Complete and submit to the SDA the Annual Assessor Activity Report
- Approval of the SDA

#### State Assessor

- Must have attained a minimum referee grade of “06”
- Must have completed a minimum of 30 assessments on affiliated games using the diagonal system of control at the Amateur division one and two level with emphasis on the grade 6 referee
- Reports must be filed within 7 days of the match
- One year in grade as a State Assessor – Provisional
- Successfully complete the State Assessor Training course
- Recommendation of the SDA
- Approval of the National Director of Assessment
- Must be 25 years of age or older

#### State Assessor Re-Certification

- Minimum of 8 game assessments at the amateur division one level or higher
- Reports must be filed within 7 days of the match
- Attend and successfully complete an entire annual in-service assessor clinic
- Complete and submit to the SDA the Annual Assessor Activity Report
- Approval of the SDA

## PART IV—INSTRUCTOR POLICIES

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### *Policy 401—Instructor Certification and Upgrade*

#### GENERAL

Instructor grades managed by the USSRC are Referee Instructor (Grade 07) and State Instructor (Grade 06). Instructor grades above the State level are managed directly by the USSF. As a result, all National Instructors and National assessors are exempt from these requirements.

#### 1. MINIMUM REQUIREMENTS

The minimum requirements for instructor certification are as follows:

- Those interested in becoming a certified instructor can petition, with a letter of intent, their intentions sent to the SDI and SRA for consideration
- Must hold a current referee grade 7
- Must have at least a minimum of 2 years as referee grade 7 experience
- Must submit a portfolio of games officiated as a grade 7 referee
- Instructor candidates must be approved by the State Referee sub-committee (SRA, SYRA, SDA, and SDI) prior to attending the grade 7 Instructor Course training
- Must successfully complete the grade 7 Instructor Course

#### 2. INSTRUCTOR CERTIFICATION

- a. A **Referee Instructor** will be recertified if the following requirements are met annually:
  - i Attendance at all Instructor meetings unless formally excused by the SDI; with a minimum requirement of attending two meetings annually.
  - ii All referee instructors must attend a minimum two instructor in-service training sessions per year
  - iii All referee instructors must attend either the spring workshop or the summer/fall symposium
  - iv All referee instructors must participate in a minimum of two sessions of Advance Referee Trainings (ARTS) **and** two Advance Certification Trainings (ACT)
  - v Must assist with at least two referee in-service training sessions
  - vi Must assist with at least five referee entry or recertification classes as documented by the “Instructor Payment Request Form” for the class or serve as a lead Instructor in at least five referee entry or recertification class.

- vii Must submit the annual USSF Instructor recertification form with a brief statement indicating the classes in which assistance was provided (dates, locations, lead Instructor names) and/or the classes served as a lead Instructor (dates, locations, class type). When serving as a lead Instructor, submission of all class paperwork must have been timely, accurate, and complete.
  - viii All referee instructors' must pass the Grade 7 Referee Instructor Test.
- b. A State Instructor candidate can upgrade after meeting the following requirements to grade 5:
- i Must complete all instructor grade 7 recertification requirements listed above within one year.
  - ii Must hold a current state referee grade 6.
  - iii Must have maintained a minimum of two full years at referee grade 6.
  - iv Must submit a portfolio of higher level games officiated including state select, regional, national, Open Cup, PDL, USL, MLS, etc.
  - v Must serve a minimum of two full years at referee instructor grade.
  - vi Upgrading Instructor can petition, with a letter of intent, their intention to upgrade sent to the SDI and SRA for consideration.
  - vii Must submit a request for upgrade from the referee instructor grade, including (dates, locations, class type, and lead Instructor names) in which assistance was provided, the date of initial referee Instructor grade certification, and the name of the Instructor under whom the initial certification was completed.
  - viii Must submit an Individual State Instructor Plan (ISIP) 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 referee instructor level.
  - ix Must participate in referee training classes other than for grade 8 entry or recertification or in Instructor training classes at the direction of the SDI.
  - x Attendance required at all instructor meetings unless formally excused by the SDI, provided that at least two such meeting are attended annually.
  - xi Must complete the assignments in the Individual State Instructor Plan to the satisfaction of the SDI within three months after receiving confirmation of acceptance to upgrade.

### **3. STATE INSTRUCTOR RECERTIFICATION**

- a. A State Instructor will be recertified if the following requirements are met annually:
  - i. Attendance at all instructor meetings unless formally excused by the SDI, provided that at least two such meeting are attended annually.
  - ii. All state instructors must attend a minimum of two state instructor in-service training sessions

- iii. All state instructors must attend either the spring workshop or the summer/fall symposium.
- iv. All state instructors must participate in a minimum of two sessions of Advance Referee Training Session (ARTS) and two Advance Certification Training Session (ACTS).
  - v. Must assist in at least two referee in-service sessions
  - vi. Must assist in at least five referee entry or recertification classes as documented by the “Instructor Payment Request Form” for the class, or service as a lead Instructor in at least five referee entry or recertification class.
- vii. Must submit the annual USSF Instructor recertification form with a brief statement indicating the classes in which assistance was provided (dates, locations, lead Instructor names) and/or the classes served as a lead Instructor (dates, locations, class type). When serving as a lead Instructor, submission of all class paperwork must have been timely, accurate, and complete.
- viii. All state instructors’ must pass the Grade 5 State Instructor Test.
- ix. Must complete, to the satisfaction of the SDI, additional assignments involving instructional materials, evaluating the effectiveness of instruction, and participation in classes involving specialized training for Instructors and senior referees.

#### **4. INSTRUCTOR MENTORING**

- a. The SDI may from time to time assign senior, experienced Instructors at grade 7 or above to participate in or to observe grade 9 or grade 8 entry or recertification classes for the purpose of evaluating instructional materials, instructional effectiveness, and overall success in meeting the training objectives of the Utah instructional program. 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 Instructor training, and for approving upgrades and re-certifications. As with referee assessments, the observations in summary form may be shared with Instructors to assist in their professional development.

#### **5. INSTRUCTOR APPEALS**

- 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). 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, taking into account the additional information or reasons

provided by the Instructor and, if the Instructor remains unsatisfied, the SDI will submit the entire matter to the Utah Soccer State Referee Committee with all supporting documentation for its decision. The SDI will withdraw from voting in any Utah Soccer State Referee Committee decision related to such an appeal.

## **6. MEETING WAIVER**

- a. For purposes of meeting the clinic service requirement for Instructor grades 7 and grade 5, an Instructor may requires approval from the SDI to accept in its place specialized training delivered by the Instructor which furthers the training objectives of the SRC. 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 clinic participation.

## *Policy 402 -- Instructor Clinic Fees*

### **OBJECTIVES:**

1. Clinics should generally be self-sustaining; i.e., the instructor cost should be less than the total clinic fee charged by the instructional program. Entry clinics that bring new referees into the system, however, might run closer to this limit than would recertification clinics.
2. Serving as a lead instructor entails responsibilities that should be compensated separately from what is paid for instruction provided instruction involves more than a single instructor.
3. The instructional program should encourage the use of multiple instructors, encourage larger (but not overly large) class sizes, and actively discourage class sizes that are too small and arguably do not represent an efficient investment of instructor time.
4. For the immediate future, recertification of grade 9 referees will be implemented primarily through participation in an entry level grade 9 clinic or through attendance at a grade 8 recertification clinic. A grade 9 recertification clinic will be handled in the same manner as a grade 8 recertification clinic.

### **INSTRUCTOR FEES**

The following fee schedule was approved by the SRC on August 1, 2015:

Grade 9/8 Entry		
# in class	1-9	10+
Fee	0	60 + 20 each
Minimum Fee \$225 (Max. \$425 if multiple instructors)		
Grade 9/8/7/6 Recertification		
# in class	1-9	10+
Fee	0	60 + 20 each
Minimum Fee \$150 (Max. \$300 if multiple instructors)		

1. The “# in class” includes all paid attendees, successful or not. Retesting of unsuccessful attendees, whether done by the original instructor or by another instructor, is considered part of normal follow-up responsibility. The same is true of attendees who fail to finish the clinic but complete it under another instructor. It is assumed that any inequalities will average out over time across all instructors.
2. Additional instructors must provide actual instruction time, not just assistance with administrative tasks.
3. Entry or recertification clinics with fewer than nine registrations must be canceled unless approval is received from the Area Director of Referee Instructor (request and response

copied to the SDI and SRA Office). An Instructor authorized to lead a clinic with fewer than nine attendees will be paid the same fee as if the class had 10+ attendees.

4. Entry or recertification clinics with six to ten attendees may be held or canceled at the discretion of the lead Instructor. If the decision is to cancel the clinic under these circumstances, a notice must be sent to the Area Director of Referee Instructor (copied to the SRA Office and SDI).
5. It is the policy of the Utah Soccer State Referee Committee instructional program to encourage Instructors to work closely with assignors, clubs, leagues, and other clinic sponsors to avoid significantly small classes and to use pre-registration and prepayment of clinic fees to reduce the incidence of “no shows” which might unexpectedly cause a clinic to be canceled. As a service to the needs of small organizations, instructors are encouraged to explore all options before deciding to cancel a clinic with six to ten attendees.

### ***Policy 403 -- Instructor and instructional Clinic Paperwork***

The Area Director of Referee Instruction (ADRI) or, in the case of clinics for referee grades 7 and above, the State Director of Instruction (SDI) will designate a lead instructor for each clinic. It is expected that lead instructors will be drawn from those holding Referee Instructor grade 7 or higher. Limited exceptions to this may be made in special circumstances by the ADRI but only with the concurrence of the SDI and only on a case-by-case basis. A lead instructor from another geographic area may be assigned by the SDI to cover such special circumstances.

1. If more than one instructor participates in a clinic, a Lead Instructor will be designated by the SDI for each clinic. The Lead Instructor shall be responsible for the submission/review, complete and organize all registration forms and submit all required paperwork to the SRA and submit fees collected, directly to the SRA or make a deposit into the bank, at the end of the clinic as provided by paragraphs 3-8 of this policy. The Lead Instructor will be paid an additional hour for these additional fiduciary responsibilities.
2. The paperwork shall include required forms Utah and USSF National Registration form: The Instruction Payment Request Form and The Referee Clinic Attendance Record form, all USSF registration forms and all monies received at the clinic must be sent to the SRA Office. The lead instructor shall consolidate all cash receipts into a single check and record the check number as indicated on the referee clinic attendance record form.
3. The paperwork **MUST** be submitted to the SRA (or to an alternate recipient established by policy within the instructor's area) within five business days of the last date of the clinic. The specific method selected (delivery in person, FedEx, UPS, USPS) must allow for delivery within five business days thereafter. If the lead instructor personally cannot meet the initial submission deadline for any reason, the lead instructor should make arrangements with another instructor to submit the paperwork within the required timeframe. If that is not possible, the lead instructor shall email the SRA office, Area Director of Referee

Administrator, and Area Director of Referee Instructor as soon as possible, but no later than when the paperwork is to be sent, regarding the reason for the delay and the expected date of submission. In areas where the policy is to send clinic paperwork initially to someone other than the SRA office, that person will email the SRA office upon receipt of the material within five business days of receipt.

4. Clinic paperwork is to be submitted even if information is missing, e.g., social security numbers or test scores or checks. All missing items must be completely documented and annotated in a way that the SRA can easily identify the missing items. Highlighter or post-it notes or other suitable methods can be used.
5. The lead instructor must email the Area Director of Referee Instructor, Area Director of referee Administrator, and the SRA office on the date the paperwork is sent to indicate the date and method of submission (including any relevant tracking numbers). For clinics at grade 7 or above, this notice must be sent to the SDI, Area Director of Referee Administrator, and the SRA office. The SRA office (or the initial recipient of the paperwork if other than the SRA) will email the lead Instructor when the paperwork has been received.
6. Although the SRA will assist in accounting for any missing items, documents, or information, the responsibility for completing adequately the paperwork remains with the lead Instructor. The lead Instructor's responsibility for the clinic ends only when all required forms have been completed at the SRA office.
7. *The lead Instructor will receive no clinic fee in any case where clinic paperwork is not submitted in accordance with these policies. Exemptions in the case of extenuating circumstances can be approved by the SDI. Lead Instructors who delay unnecessarily the completion of missing information or whose clinic paperwork is excessively marked by incomplete or disorganized information will not continue to be appointed as a lead Instructor. Payments due to other instructors will not be impacted. Reimbursable expenses will be paid AFTER all registration forms have been received and reviewed by the SDI.*



## ***Policy 405 -- Payment Procedures***

1. **Completed Payment Request Forms.** Once all deposits are made and required forms are submitted to the SDI, instructors seeking payment for services rendered will complete an Instructor Payment Request form and submit it directly to the SDI within two (2) business days or 48 hours. 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.
2. **Review of Forms.** The SDI will review each Instructor Payment Request form for completeness and will forward the form to the SRA for verification and payment. Only a request that is complete and adheres to this policy will be forwarded for approval. Approval for payment will be submitted to the SRA within forty-eight (48) hours for payment processing. If payment request does not comply with the allotted time (48 hours or two business days) then payment will be approved only for a 50% payment.
3. **Payment.** Upon receiving approval, the SRA will request payment be made to the instructor within seven (7) to ten (10) business days.
4. **Denied Requests.** A Reimbursement Request form that is denied will be returned to the individual submitting the form.

# **PART V—POLICIES APPLICABLE TO STATE ASSOCIATIONS**

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## ***Policy 501—Assignment of Officials for UYSA State Games***

### **1. GENERAL RESPONSIBILITY FOR ASSIGNMENT**

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

### **2. STATE GAMES ASSIGNOR COORDINATOR (SGAC)**

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

The SYRA will review assignments made by the SGAC. The SGAC will report to the SRA.

### **3. REFEREE LISTS**

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

#### **4. RESPONSIBILITIES OF SRC MEMBERS FOR UYSA STATE GAMES**

##### **STATE YOUTH REFEREE ADMINISTRATOR (SYRA)**

The SYRA is responsible for officials' assignments to state games, as provided in this policy, but may not make the assignments. This responsibility includes ensuring that referees are aware of all state games and encouraging officials to officiate these games. When appropriate, the SYRA may require referees in the SRP to make themselves available to officiate state games, with such requirement consistent with the policies of the United States Soccer Federation (USSF) and the SRC, especially in regard to the priority of games and the requirements related to timeliness in requiring referees to change games to which they are assigned to officiate

##### **STATE DIRECTOR OF ASSESSMENT (SDA)**

It is recommended that all state Cup semi-final games be assessed.

#### **5. GUIDELINES FOR UYSA STATE GAMES**

##### **SGAC**

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

## PART VI—SRP JOB DESCRIPTIONS

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### *Chairperson, State Referee Committee*

- Title:** Chairperson, 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 Utah Adult Soccer Association, Inc. (UASA) and the Utah Youth Soccer Association, Inc. (UYSA), and ensures compliance with the National Program for Referee Development of the United States Soccer Federation through the SRP.
- Requirements:** The SRC Chairperson:
- shall possess leadership capabilities
  - shall have knowledge of the National Program for Referee Development, including instruction, assessment, assignment, recruitment, retention, and promotion of referees
  - shall possess ability to coordinate the referee matters of the State Associations
  - shall possess ability to work in harmony with all Federation members and local officials in the development of the National Program For Referee Development
  - shall not be an official of a referee association
  - shall not assign officials to games nor be responsible for assigning games
- Appointment:** The Chairperson is appointed by the State Adult and Youth Associations
- Term:** The appointment remains in effect until the resignation, release, or appointment of another Chairperson
- Reports To:** The Chairperson makes reports to the SRC and the State Associations.
- Responsibilities:** The Chairperson is responsible for the following:
- communicating and consulting with the SRC
  - 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
  - preparing or approving all SRC reports and proposals
  - ensuring that all activities of the SRP are carried out, including adopted plans, policies, and requirements

- appointing individuals to subcommittees to assist with SRC activities
- representing the SRC at meetings
- coordinating with the SRA the selection of officials for Cup competitions, ODP activities, and other special activities and events of the State Associations
- presiding at all meetings and activities under the responsibility of the SRP
- shall appoint, when directed to do so by the State Associations, hearing committees to consider and decide cases involving complaints of misconduct by game officials at and/or away from matches.\*

**\*NOTE:** Currently the USA has delegated such responsibilities to the SRC. The UYSA maintains jurisdiction for hearings involving complaints of misconduct by game officials both at and away from matches.

## *State Referee Administrator*

- NOTE:** This is an SRC full-time paid position
- Title:** State Referee Administrator (SRA)
- Function:** To carry out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the Utah Adult Soccer Association, Inc. (UASA), and the Utah Youth Soccer Association, Inc. (UYSA), and to carry out the National Program for Referee Development of the United States Soccer Federation through the SRP
- Requirements:** The SRA:
- shall have knowledge of the SRP needs
  - shall have administrative ability to accomplish SRC work
  - shall have the ability to work with State Association and local officials
  - 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
  - may not be an officer of a referee association
  - may not assign officials to games nor be responsible for assigning games
- Exception:** The SRA may assign officials when instructed to do so by the Federation for professional-level games.
- Appointment:** The SRA is appointed by the State Amateur and Youth Associations.
- Term:** The appointment remains in effect until the resignation, release, or appointment of another SRA
- 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 the operations and administration of the SRP:
- registering officials, assessors, instructors, and assignors
  - carrying out the Federation National Assessment Program for the SRP through the State Director of Assessment
  - supervising the technical staff of the SRP (SRA, SYRA, SDA, SDI, SAC) the State Games Assignor-Coordinator, assessors, and instructors
  - carrying out the Federation Referee and Referee Instructor Development Program for the SRP through the State Director of Instruction
  - carrying out the coordination of official assignments through the State Assignor Coordinator
  - identifying and training National Referee candidates

- maintaining all necessary administrative records of the SRP office
- filing necessary reports with, responding to inquiries of, and communicating with the Federation National Referee Office
- maintaining supplies at the SRP office
- carrying out the programs and directives of the SRC
- preparing and administering the SRP budget
- administering all bank accounts and other financial matters of the SRP
- presiding at meetings and other activities of the SRP in the absence of the Chairman
- 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 Utah Soccer Association, Inc. (USA), and the Utah Youth Soccer Association, Inc. (UYSA), and ensures compliance with the National Program for Referee Development the United States Soccer Federation through the SRP. The SYRA shall assist the SRA with special emphasis on youth matters. If an SYRA has not been appointed, the SRA assumes these responsibilities.
- Requirements:** The SYRA:
- shall have administrative ability to accomplish SRC work
  - shall have knowledge of the SRP needs
  - shall have the ability to work with State Association and local officials
  - may not be an officer of a referee association
  - may not assign referees to games nor be responsible for assigning games
- Appointment:** The SYRA is appointed by UYSA with the advice of the SRA
- Term:** The appointment remains in effect until the resignation, release, or appointment of another SYRA
- Reports to:** UYSA with functional responsibilities to the SRC and the SRA
- Responsibilities:** The SYRA is responsible for the following:
- proposing, developing, supporting, and assisting in the training of youth officials
  - serving as liaison between UYSA and officials, assessors, instructors, and assignors registered through the SRP
  - serving as liaison with the Region IV Youth Referee Committee
  - assisting in activities related to the selection of the Youth Referees of the Year
  - making recommendations concerning officials for youth ODP and Cup tournaments
  - investigating and reporting to the SRC on matters that arise in youth games
  - providing oversight on State Cup game assignments



## *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 Utah Adult Soccer Association, Inc. (USA), and the Utah Youth Soccer Association, Inc. (UYSA).
- Requirements:** The SDA:
- shall hold a current grade of State Assessor or higher
  - shall demonstrate competency in administration, program planning, and program implementation
  - shall supervise and coordinate referee assessments
  - shall cooperate with referee administration officials at the local, State Association, regional, and national levels to strengthen the USSF Referee program
  - may not be an officer of a referee association and may not assign officials to games nor be responsible for assigning games
- Appointment:** The SDA is appointed by the State Adult and Youth Associations on recommendation of the State Referee Administrator (SRA) with the concurrence of the National Director of Referee Assessment
- Term:** The appointment remains in effect until the resignation, release, or appointment of another SDA
- Reports to:** The SDA reports to the SRA with functional responsibility to the National Director of Referee Assessment
- Responsibilities:** The SDA is responsible for the following:
- carrying out, in coordination with the SRA, the programs of the National Referee Assessment Program and developing programs for the SRP as needed to meet this responsibility
  - working with the SRA to train and develop sufficient assessors to meet the assessment needs of the SRP
  - organizing a program for developing, testing, and upgrading assessors and recommending upgrades to the National Director of Referee Assessment
  - coordinating the registration and certification of referee assessors according to Federation criteria
  - maintaining records and preparing statistics related to referee assessments and developing a database for the SRP to maintain these records and statistics
  - keeping the National Director of Referee Assessment informed about the operation of the assessment program within the SRP

- maintaining contact with assessors registered with the SRP and promoting their welfare
- providing expertise in connection with State Referee selection, game assignments, and other information required by the SRA
- providing routine feedback to the State Director of Referee Instruction (SDI) about problems identified by the SRP assessment program, to enable the SDI to plan instructional programs to correct the problems
- performing other responsibilities in connection with the SRP assessment program as determined by the SRC
- supervising the Area Directors of Assessment (ADA)

## *State Director of Instruction*

- Title:** State Director of Referee 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 Utah Adult Soccer Association, Inc. (USA), and the Utah Youth Soccer Association, Inc. (UYSA)
- Requirements:** The SDI:
- shall hold the rank of State Referee Instructor for at least one year
  - shall demonstrate competency in planning, designing, implementation, and administration relative to the SRP
  - shall have the ability to instruct and train referees at all levels of state play
  - shall have knowledge of the Laws of the Game, including referee procedures, techniques, and mechanics
  - may not be an officer of a referee association and may not assign officials to games nor be responsible for assigning games.
- Appointment:** The SDI is appointed by the State Adult and Youth Associations on the recommendation of the State Referee Administrator (SRA) with the concurrence of the Federation Manager of Referee Development and Education
- Term:** The appointment remains in effect until the resignation, release, or appointment of another SDI
- Reports to:** The SDI reports to the SRA with functional responsibility to the Federation Manager of Referee Development and Education
- Responsibilities:** The SDI is responsible for the following:
- developing, implementing, evaluating, and providing at least 5 hours of in-service training for all grades of officials registered through the SRP and ensuring that all such in-service training programs are up-to-date and conform to Federation guidelines
  - conducting entry-level referee courses
  - conducting written tests for all referees and a physical fitness test for grade 7 referees and higher for recertification
  - providing at least 4 hours of preparatory training for referees who will be assisting with any professional game assignments
  - supervising and evaluating the instructional staff of the SRP
  - recommending instructors for upgrading, and dismissing instructors, and reporting all such recommendations and dismissals to the Federation Manager of Referee Development and Education and the SRA

- conducting Federation-approved entry-level instructor courses (Associate Referee Instructor) and instructional theory into practice (ITIP) referee instructor courses
- convening all instructors at least once a year to maintain communications and continuity of the Program
- approving the assignments of all instructors outside the jurisdiction of the SRP, using guidelines in the National Referee Manual
- registering all instructors, except National Instructors, residing within the jurisdiction of the SRP
- disseminating Federation training material to all instructors
- approving all non-Federation-approved instructional materials to be used by the SRP
- being the sole interpreter of the Laws of the Game for the SRP, acting standardized interpretations
- 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
- assisting, on request, the State Director of Referee Assessment in matters related to instruction and the application and interpretation of the Laws of the Game
- advising, on request and as the SDI believes is appropriate, members of the State Amateur and Youth Associations on the application and interpretation of the Laws of the Game
- acting as liaison among appropriate officials in matters concerning interstate teaching assignments
- maintaining records of clinics, courses, and re-certifications conducted for the SRP
- maintaining communications with the SRC, especially the SRA
- supervising the Area Directors of Instruction

## *State Referee Registrar*

**(Not a current position in Utah—responsibilities currently administered by the SRA)**

**Title:** State Referee Registrar (SRR)

**Function:** To supervise the registration of officials, assessors, instructors, and assignors registered with the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the Utah Adult Soccer Association, Inc. (UASA), and the Utah Youth Soccer Association, Inc. (UYSA).

**Requirements:** The State Referee Registrar shall:

- have administrative ability and ability to work with State Association and local officials
- have working knowledge of the administrative requirements of the SRP and the National Referee Development Program
- not be an official of a referee association and may not assign officials to games nor be responsible for assigning games

**Appointment:** The SRR is appointed by the State Referee Administrator (SRA) with the approval of the SRC

**Term:** The appointment remains in effect until the resignation, release, or appointment of another SRR

**Reports to:** The SRR reports to the SRA

**Responsibilities:** The SRR is responsible for the following:

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

## *State Referee Assignor Coordinator*

- Title:** State Referee Assignor Coordinator (SAC)
- Function:** To coordinate official assignments by assignors registered with the State Referee Program (SRP).
- Requirements:** The State Referee Assignor Coordinator shall:
- have administrative ability to accomplish SRP work,
  - have knowledge of the needs of the SRP,
  - be able to work with State Association and local officials, including assignors
  - have working knowledge of needs of assignors and assignment of officials
  - not be an official of a referee association
  - not assign officials to games nor be responsible for assigning games
  - be a registered assignor
- Appointment:** The SAC is appointed by the SRC.
- Term:** The appointment remains in effect until the resignation, release, or appointment of another SAC.
- Reports to:** The SAC reports to the State Referee Administrator (SRA)
- Responsibilities:** The SAC is responsible for the following:
- maintaining contact with USSF registered assignors
  - meeting with registered assignors as a group at least twice each year
  - coordinating the official assignments made by assignors registered with the SRP
  - ensuring that assignors are aware of the order of priority of games in making officials assignments
  - ensuring that assignors have up-to-date official lists
  - coordinate with the SRA to ensure that all referees receive equal consideration by assignors for match assignments consistent with the state's minimum game requirements and the referee's ability and desire for advancement
  - assisting to resolve conflicts that may arise concerning referee assignments
  - act as liaison between registered assignors and the SRC and SRA
  - communicate appropriate updates and information about the SRP to all registered assignors and communicate the needs of the registered assignors to the SRC

- work with the SDA to coordinate information from assignors to the SRC for the purpose of identifying referees that demonstrate the desire and potential for mentoring and development
- work with the SRA to coordinate information from the assignors to the SRC when the conduct or performance of a referee requires additional attention or remediation

## *State Association USA and UYSA Representative*

- Title:** State USA Association Representative  
State UYSA Association Representative
- Function:** To represent the UASA and UYSA office and position in discussions conducted during official meetings of the SRP
- Requirements:** The State Association Representative shall:
- have administrative ability to accomplish SRP work
  - have knowledge of the needs of the SRP
  - have ability to work with State Association and local officials
  - not be a member of either state association board of directors
  - have no requirement to be a referee or player
- Appointment:** The association representatives are appointed by the respective State Youth and Amateur Associations
- Term:** The appointment remains in effect until the resignation, release, or appointment of another USA or UYSA representative
- Reports to:** Representatives report to their respective association president or commissioner
- Responsibilities:** Representatives are responsible for the following:
- representing the views, concerns, opinions of their respective association Leadership
  - protecting the interests of their association members in all discussions and decisions made by the SRP



## ***Treasurer—Utah State Soccer Referee Committee***

- Title:** Treasurer
- Function:** Administer the receipt and disbursement of SRP funds, file required information returns, and prepare financial report for the SRC as requested
- Requirements:** The Treasurer:
- shall have business and accounting experience
  - shall have knowledge of tax laws and legal reporting requirements
  - shall have ability to work with the State Associations and local officials
  - does not need to be a referee or player
- Appointment:** By the State Referee committee
- Term:** The appointment remains in effect until the resignation, release, or appointment of another Treasurer
- Reports to:** State Referee Committee
- Responsibilities:** The Treasurer is responsible for the following:
- preparing, in conjunction with the SRA, an annual operating budget for the State Referee Program
  - preparing a monthly financial report to be reviewed in each SRC meeting
  - attending SRC meetings when requested
  - filing all required information returns on a timely basis

## *Area Director of Referee Administration*

**(Not a current position in Utah—to be implemented by the SRA at the appropriate time)**

- Title:** Area Director of Referee Administration (ADRA)
- Function:** To carry out, within the geographic area of the State Referee Program (SRP) designated for the ADRA, administrative responsibilities of the SRP administered by the State Referee Committee (SRC) for the Utah Adult Soccer Association, Inc. (UASA), and the Utah Youth Soccer Association, Inc. (UYSA)
- Requirements:** The Area Director of Referee Administration:
- shall have administrative authority to accomplish the SRC mission
  - shall have knowledge of SRP needs
  - shall be able to work with State Association and local officials
  - may not be an officer of a referee association
  - may not assign officials to games nor be responsible for assigning games
- Appointment:** Each ADRA is appointed by the State Referee Administrator (SRA) with the approval of the SRC for a suggested term of 2 years
- Term:** The appointment remains in effect until the resignation, release, or appointment of another ADRA
- Reports to:** Each ADRA reports to the SRA
- Responsibilities:** An ADRA is responsible for the following:
- carrying out, within the geographic area assigned the ADRA, administrative activities of the SRP as designated by the SRA
  - work directly with member organizations and act as a liaison between the SRC and those organizations to assess, report and organize events to support referee issues and refereeing needs specific to those organizations and areas
  - act as a representative of the SRC in reporting incidents involving referees and assisting in collecting information and providing support for referees in the area
  - assist the SRA and SDI in determining training and instructional needs for the area and organize facilities for instruction
  - assist the SRA in identifying up and coming referees for mentoring, evaluating and upgrading
  - assist the SRC and SDI in conducting local In-service meetings
  - act as a resource for referees in local areas

## *Area Director of Referee Assessment*

**(Not a current position in Utah—to be implemented by the SRA at the appropriate time)**

**Title:** Area District Director of Referee Assessment (ADA)

**Function:** To carry out, within the geographic 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 Utah Adult Soccer Association, Inc. (UASA), and the Utah Youth Soccer Association, Inc. (UYSA)

**Requirements:** The Area Director of Referee Assessment:

- shall hold a current assessor grade of referee assessor or higher
- shall have administrative ability
- shall have knowledge of the needs of the SRP
- shall have ability to work with State Association and local officials
- may not be an official of a referee association
- may not assign officials to games nor be responsible for assigning games without knowledge of the SRC

**Appointment:** Each ADRA is appointed by the State Director of Assessment (SDA) with the approval of the SRC for a suggested term of 2 years

**Term:** The appointment remains in effect until the resignation, release, or appointment of another ADRA

**Reports to:** Each ADRA reports to the State Director of Referee Assessment

**Responsibilities:** An ADRA is responsible for the following:

- carrying out, within the geographic area assigned the ADRA, referee assessment activities of the SRP as designated by the SDA
- Other items as assigned

## *Area Director of Referee Instruction*

(Not a current position in Utah—to be implemented by the SDI at the appropriate time)

- Title:** Area Director of Referee Instruction (ADRI)
- Function:** To carry out, within the geographic area of the State Referee Program (SRP) designated for the ADRI, referee instruction responsibilities of the SRP administered by the State Referee Committee (SRC) for the Utah Adult Soccer Association, Inc. (UASA), and the Utah Youth Soccer Association, Inc. (UYSA)
- Requirements:** The Area Director of Referee Instruction:
- shall be a grade 7 referee or higher
  - shall hold a current instructor grade of referee instructor or higher
  - shall have administrative ability
  - shall have knowledge of the needs of the SRP
  - shall be able to work with State Association and local officials
  - may not be an official of a referee association
  - may not assign referees to games nor be responsible for assigning games
- Appointment:** Each ADRI is appointed by the State Director of Instruction (SDI) with the approval of the SRC
- Term:** The appointment remains in effect until the resignation, release, or appointment of another ADRI
- Reports to:** Each ADRI reports to the State Director of Referee Instruction
- Responsibilities:** An ADRI is responsible for the following:
- carrying out, within the geographic area assigned the ADRI, referee instruction activities of the SRP as designated by the SDI

## APPENDIX A

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### *State Referee Program Certification/Re-certification Requirements*

#### **Purpose:**

Educate and train referees to properly administer the laws of the game

Ensure consistent and uniform application of the laws throughout the State of Utah

Identify referees for fast track mentoring

Provide financial assistance for referees officiating out of state tournaments and those upgrading to State Referee Grade 5 as well as upgrade and maintenance for National Grades 4, 3, 2, and 1

Provide advanced referee training for grades 7, 6, and 5

#### **Referee Services:**

**In-service training** will be held on an area basis throughout the year as determined by the SDI. The purpose will be to explain law changes, review referee administrative requirements, expectations, dress code, etc. Instruction will be coordinated by the State Director of Instruction (SDI) utilizing registered instructors at each site. All officials will be encouraged to attend each in-service training session.

**Re-certification clinic dates and times will be determined by the SDI.** These will be 6-hour sessions and will include classroom instruction, fitness testing, and administration of the re-certification test. All officials must attend one session in order to re-certify. In-service hours cannot be used in lieu of re-certification hours to excuse an official from attending a re-certification clinic. Re-certification clinics will be held on an area basis. Instruction will be coordinated by the State Director of Instruction (SDI) utilizing registered instructors at each site. All officials will be required to attend one clinic each year for testing and completion of all re-certification requirements.

**Entry level clinics** will be held periodically throughout the year as requested by individual leagues or districts or the State Director of Instruction (SDI). This course provides classroom instruction for new officials and the administration of the USSF entry level tests. Instruction will be coordinated by the State Director of Instruction (SDI) utilizing registered instructors at each site. Individuals meeting attendance requirements and successfully passing the entry-level test are eligible to register with USSF.

A **Utah Referee Identification Card** will be issued to referees as they register or re-register with USSF after having met all registration requirements. This card will serve as a temporary certification and ID that the individual has met all requirements for re-certification and that he/she is currently registered with USSF. The official USSF registration card will be sent to the individual within 90 days directly from USSF. The Utah Referee Identification card will be issued under the authority and guidance of the State Referee Administrator (SRA).

**Intermediate and advanced referee clinics** will be developed and conducted on an as- needed basis by the State Director of Instruction (SDI).

**Professional clinics** will be organized and held as directed by USSF.

### **Registration/Annual Re-registration/Administrative Fees:**

Referees are required to re-register on-line at the USSF website before attending a re-certification clinic. See the instructions posted on the Utah State Soccer Referee Committee website. Registration fees will be determined by USSF. Test and administration fees will be determined by the State Referee Committee (SRC) and will be used for referee development. Expenditures will be approved by the SRC and a quarterly financial report provided to the SRC and Youth/Amateur Associations.

The Utah administrative and USSF registration fees will be made available on the web to all officials. See the Appendix for “Utah Fees Schedule”.

No more than 50% of an individual’s USSF registration fee remains in the State which is used for referee development.

Individuals who successfully pass the entry-level/re-certification test and register with USSF will be given the following:

- Utah Referee Identification Card (Everyone)
- Official’s Badge (Everyone)
- Administrative Handbook (New Referees Only)

## **Referee Communication:**

Important information will be posted on the official Utah soccer referee web site:

[www.utahsoccerrefs.com](http://www.utahsoccerrefs.com)

## **Meeting Locations:**

The State Director of Instruction (SDI) will work with area representatives to arrange for appropriate instruction sites.

In-service classes will be held in:

- Ogden, Salt Lake City, Provo and other locations deemed appropriate by the SRC.

Re-certification clinics will be held in:

- Logan, Ogden, Bountiful, Salt Lake City, Provo and other locations deemed appropriate by the SRC.

## **Use of Referee Development Funds:**

An annual budget will be prepared by the State Referee Administrator and approved by the State Referee Committee.

In general, funds will be used for the following purposes:

- Instructional materials for clinics
- Promotions/give-aways at clinics
- Equipment required for clinic instruction
- Payment of instructor fees/travel
- Payment of assessor fees for field evaluations/assessments/travel
- Regional/National instruction training for the SRA, SDA, SDI
- National instruction required for assessors and instructors moving beyond the entry levels available in the Utah
- Maintenance of the referee web site
- Mailings and all communications with referees
- Reasonable costs associated with referees invited to out-of-state tournaments
- Reasonable costs associated with referees required to go out-of-state for assessments and upgrades
- Special referee awards/incentives as determined by the SRC
- Other purposes as determined and approved by the SRC
- Outside instructors/assessors coming into the State

## APPENDIX B

### *Requirements for Upgrade Consideration*

(Updated 1/1/2015)

While this is not a written requirement set forth by USSF, it is our expectation in Utah that upgraded referees will give back to the game through various activities; e.g, mentoring, assessing, instructing, serving on committees and volunteering of time as requested by the State Referee Committee.

REQUIREMENT		LEVEL OF UPGRADE DESIRED	
		8 TO 7	7 TO 6
<b>GENERAL REQUIREMENTS</b>			
1.	Minimum age	16	17
2.	Time (months) in present grade (prior to application)	12 (Grade 8)	12 (Grade 7)
3.	Experience (Total <u>minimum</u> cumulative qualifying games)	50	100
	Middle	25	25 addtl
	Line	25	25 addtl
<b>GAME REQUIREMENTS</b>			
4.	Minimum recommended number per level of games to be counted for advancement <sup>1</sup>		
	U17 and higher	Record of	25
	Middle	matches must be	15
	Line	submitted	10
	Top Amateur Divisions	Approval	25
	Middle	determined by	10
	Line	SRC	15



REQUIREMENT		LEVEL OF UPGRADE DESIRED	
		8 TO 7	7 TO 6
<b>ASSESSMENT REQUIREMENTS</b>			
5.	Minimum number of Assessments using DSC <sup>2</sup> U17 and higher & Top Amateur Division Middle Line Minimum Passing Grade	N/A	4 2 2  Subject to SDA Approval
<b>WRITTEN WORK</b>			
6.	Letter of intent to upgrade sent to SDA & SRA	Yes	Yes
7.	Match record and list of in-service training hours to SDA, SRA, & SDI	Yes	Yes
8.	Personal check to SRA (made out to USSRC) to cover upgrade assessments	N/A	Yes
<b>UPGRADE CLINIC REQUIREMENTS</b>			
9.	Grade appropriate upgrade clinic	Yes	Yes
<b>UPGRADE TEST REQUIREMENTS</b>			
10.	Physical fitness test	N/A	Yes
11.	Written test Grade 7 test State level test	80%	85%
<b>INSERVICE TRAINING</b>			
12.	ARTS meetings, Intermediate and Advanced Training and Symposiums	Yes	Yes
<b>ADDITIONAL RECERTIFICATION REQUIREMENTS</b>			
13.	Advance Referee Recertification Clinic	Yes	Yes
14.	Recertification Written Test	Yes	Yes
15.	Maintenance Assessment(s)	No	Yes <sup>3</sup>
16.	Physical fitness test	No	Yes

**Note: Requirements for upgrading to Grade 5 and beyond are governed by US Soccer and can be obtained at [www.ussoccer.com](http://www.ussoccer.com)**

<sup>1</sup> DSC = Diagonal system of control. This is the requirement for all games.

<sup>2</sup> Potential matches for consideration for these assessments must be at the following levels of play: Girls U19/Boys U18 matches or higher; Mens Premier and 1<sup>st</sup> Divisions; Mens O-30 1<sup>st</sup> division; Mens O-35 1<sup>st</sup> Division; WPSL; PDL; MLS; NASL; USL PRO; NPSL; W-League; NWSL; International or Open Cup matches assigned by US Soccer/PRO; or a match at the discretion of the SDA or SRA

<sup>3</sup> Minimum of three (3) assessments total with at least one (1) as Center and one (1) as Assistant Referee

## APPENDIX C

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### *Premiership Division Referees Officiating Requirements*

(Updated 7/14/14)

- Recommended by:** State Referee Committee Members
- Approved by:** State Referee Committee (SRC)  
The Premier Development Program list is designed to be a fluid list that will be maintained and under periodic review based upon the needs of the SRP, UASA, UYSA and the performance of participating referees.
- After SRC Approval:** SRA will maintain and distribute a current list of participants to members of the SRC and participating assignors and will communicate the selection and requirements of participating in the program to participants.

**Evaluation Criteria, Requirements, Obligations:**

- Pass the FIFA Women’s Fitness Test -- Spring and Fall seasons. Dates to be announced annually.
- Upgrade or maintenance assessments current
- Attend 50% of all ARTS and ACT meetings -- Spring and Fall seasons
- Commit to Adult Premier Division matches at a minimum of every three weeks. Makeups required if applicable.
- Commit to UYSA Premier Division matches as available.
- Accept Premiership Division game assignments as priority assignments. Participants will work closely with assignors to accomplish this in a timely manner.
- Keep all Premier Division game assignments once accepted.
- No other assignments should be accepted, except games assigned in conjunction with Premier match, on day of Premier match.
- Maintain Minimum Match requirements (Spring and Fall)
- File all game reports timely and completely—Must be filed in English
- Attend other training meetings when requested
- Maintain professional appearance for all assignments
- “Give back” to the program (administrative work, mentoring, committee assignments, tournament help, etc.)
- Give 100% on all games
- Set the example for all other referees
- Treat selection to participate as an opportunity, not a right

## APPENDIX D

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### *SRC Policy Statements/Clarification*

#### **Referee Upgrade Travel Reimbursement**

A referee will be reimbursed for one out of state assessment one time only for an upgrade to a State Grade 5 and one time only for a National Grade 4. This will apply even if the game is not assessable or is canceled for any reason. (Expenses within a reasonable rate)

If a referee attempting upgrade to a State Grade 5 goes out of state and fails the assessment, he/she will need to pass two assessments—one of these being in state and the other being out of state.

(11/8/99 SRC meeting)

#### **Fitness Test Clarification for Premiership Division and D3 Level Officiating**

Referees must pass the fitness test at the USSF published requirements for their age level to be considered for the Premiership Division Referee list.

Referees must pass the fitness test at the USSF published requirements for the highest level to be considered for the D3 Referee list.

#### **Officiating Other Games with a Professional Game the Same Day**

Referees officiating an International, MLS, USL, WPSL, or WISL game will not be involved with officiating any other game on the day of that match. Any exception to this policy may be granted only by a combination of two of the following three individuals: SRC Chairperson, SRA, or the SDA.

## APPENDIX E

### *Utah Fees Schedule*

<b>REFEREE GRADES</b>	<b>Registration</b>	<b>Clinic, Dev. &amp; Admin. Fees</b>	<b>TOTAL</b>	<b>7/1–10/31 (Prior to or during Fall Season)</b>
(1/2) International Panel	\$100.00	\$22.00	\$122.00	
(3/4) National Grade 3 & 4	\$100.00	\$22.00	\$122.00	
(5/6) State Grade 5 & 6	\$75.00	\$87.00	\$162.00	+\$20.00 <sup>1</sup>
(7) Referee Grade 7	\$45.00	\$87.00	\$132.00	+\$20.00 <sup>1</sup>
(8) Referee Grade 8	\$40.00	\$42.00	\$82.00	+\$20.00 <sup>1</sup>
(9) Recreational Referee	\$40.00	\$22.00	\$62.00	+\$20.00 <sup>1</sup>
(13/14) National Emeritus	\$75.00	\$42.00	\$117.00	+\$20.00 <sup>1</sup>
(15/16) State Emeritus	\$75.00	\$42.00	\$117.00	+\$20.00 <sup>1</sup>
Indoor/Futsal Referee	\$45.00	\$42.00 <sup>2</sup>	\$87.00	+\$20.00 <sup>1</sup>
<b>INSTRUCTOR GRADES</b>				
(3) National Instructor	\$100.00	\$22.00 <sup>2</sup>	\$122.00	
(5) State Referee Instructor	\$75.00	\$42.00 <sup>2</sup>	\$117.00 <sup>2</sup>	+\$20.00 <sup>1</sup>
(5) State Referee Instructor	\$75.00	\$42.00 <sup>2</sup>	\$117.00 <sup>2</sup>	+\$20.00 <sup>1</sup>
<b>ASSESSOR GRADES</b>				
(3) National Assessor	\$100.00	\$22.00 <sup>2</sup>	\$122.00	
(5) State Assessor	\$75.00	\$42.00 <sup>2</sup>	\$117.00 <sup>2</sup>	+\$20.00 <sup>1</sup>
(7) Referee Assessor	\$45.00	\$42.00 <sup>2</sup>	\$87.00 <sup>2</sup>	+\$20.00 <sup>1</sup>
<b>ASSIGNOR GRADES</b>				
All assignors	\$20.00	\$62.00	\$82.00	+\$20.00 <sup>1</sup>

**Notes:**

<sup>1</sup>When registering after the USSF cutoff date for current year registration, add \$20 administrative fee to cover the remaining period during the current year to 12/31 (next year) to coincide with the USSF registration period

<sup>2</sup> Admin and Clinic fees are not required to be paid multiple times when registering for multiple positions (i.e. referee and/or instructor and/or assessor)

## APPENDIX F

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### *Assessor Fee Schedule*

Assessor Mentor Assignments (Developmental & Guidance):	\$30.00
Grade 8 to Grade 7 Upgrade and Developmental Assessment:	\$45.00
Grade 7 to Grade 6 Upgrade or Grade 6 Maintenance Assessment:	\$50.00

National Assessor fees are established by USSF and remain the same for National Candidate Upgrade Assessments and National Referee Maintenance Assessments.

Mileage reimbursement: (Minimum mileage requirement applies)	\$0.40 per mile
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## APPENDIX G

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### *Referee Minimum Match Requirements*

(Updated 8/23/14)

<b>Grade</b>	<b>Annual Adult Centers</b>	<b>Annual Youth Centers</b>	<b>Total Annual Centers</b>	<b>Annual AR Assignments</b>
<b>National</b>	8	*	*	*
State	16	6	22	10
Premier 7	10	12	12	10
7	8	10	18	8

**Total match requirements must be split evenly between spring and fall seasons.**

\* To be coordinated with SRA

## APPENDIX H

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### *Regional/National level SRC Referee Tournaments / Event Appointments -- Out-of-State Referee Appointments*

(Updated 8/23/14)

The SRC will provide referees with important developmental opportunities by supporting regional youth and amateur association tournaments. The following will govern the selection/invitation of referees and establish expectations for referee behavior and performance while representing the Utah SRP and referees:

1. The consideration and approval of referees selected for out-of-state appointments is the responsibility of the SRC.
2. Referees chosen for out-of-state appointments shall act as ambassadors of the Utah Referee Program and exemplify professionalism both on and off the field during said out-of-state appointments.
3. Potential candidates for Utah SRC-supported travel shall be presented by an SRC member for consideration by the SRC, either in person (i.e. at a scheduled SRC meeting) or via email, in advance of the tournament/event to which said individual would be considered for appointment.
4. Referees selected for said appointments shall be approved by the SRC in its entirety before transmittal of their documentation to regional/national authorities.
5. Referees considered for said appointments shall be currently registered, Utah referees, in good standing.
6. Preference shall be given to referees currently considered by the SRC to be “Premier” referees at the youth/amateur levels, although other referees may also be considered for appointment.
7. With the exception of regional youth and/or amateur tournament obligations, the approval of referees proposed for out-of-state appointments is subject to SRC budgetary constraints. Funding support for regional/national events shall not exceed \$500 per event, per referee without prior SRC approval.
8. Referees who have received monetary support from the SRC within a fiscal year may request additional monetary support for regional/national events. However, requests from referees selected by the SRC who have not received support during the period in question will be given priority.
9. Referees chosen for SRC support for travel to out-of-state tournaments/events shall provide a written report on their performance to the SRC within 30 days of the completion of the out-of-state appointment.

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## APPENDIX I

### *Utah State Referee Program—Reimbursement Request*

4476 South Century Drive, Suite B, SLC, 84123 • (801)263-8166 • Fax (801) 263-8966

NAME	EVENT/PROGRAM
ADDRESS	LOCATION
CITY/STATE/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 (40 cents)						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
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	APPROVED BY	DATE
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