

**POLICY MANUAL**  
**of the**  
**Utah State Soccer Referee**  
**Program**  
**and the**  
**Utah State Soccer Referee**  
**Committee**

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

**January 4, 2011**  
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## Policy Change Highlights:

10/9/01	Policy 101 Policy 201 Appendix A Appendix E Appendix E Appendix F Appendix G	Defined “State Games” Clarified item #2 — Qualifying amateur matches Clarification of in-service hours for re-certification New appendix listing supplemental SRC policy statements Re-titled Appendix F Re-titled Appendix G Re-titled Appendix H
12/11/01	Policy 102 Policy 401	Changed mileage reimbursement from 30 miles to 40 miles Changed mileage reimbursement from 30 miles to 40 miles
10/22/02	Title Page Policy 101  Policy 102 Policy 202 Part VI Appendix F	Title Changed Re-titled Policy 101, Added Definition #17 Rule 3, Section 2 — Changed UYSA “Commissioner” to “President”  Part III — Changed SRC name listed with the address Clarified registration cutoff data and pro-rata fees Section IX — Treasurer section added Clinic Fee for State Referee Instructor (Provisional) added
11/19/02	Policy 101 Policy 201 Policy 202 Policy 301  Policy 303 Policy 304 Policy 401  Appendix A Appendix D Appendix F	Rule 2 — Added USASA definition Adopted current Federation Referee Grade titles Clarified registration cutoff date Adopted current Federation Referee Grade titles Section 5 — Implemented annual assessment requirement for Referee Grade 7  Established annual assessment fee for Referee Grade 7 Adopted current Federation Referee Grade titles Re-titled policy Adopted current Federation Referee Grade titles Adopted current Federation Referee Grade titles Changed 1 <sup>st</sup> Division to Premiership Adopted current Federation Referee Grade titles
8/5/03	Policy 303 Policy 305 Part VI Part VI Appendix G Appendix H Appendix I	Clarified assessment fees and references to Appendix G New policy — Assessor Registration State Director of Assessment — Modified item #13 District Director of Assessment — Changed wording for DDA New appendix — Assessor Fee Schedule Re-titled from appendix G Re-titled from appendix H

3/16/04	Policy 101	Deleted references to terms in Rule 3, Section 3(a), 3(c), and Section 4
	Policy 101	Deleted references to terms in Rule 7, Section 1
	Part VI	Deleted references to terms in all SRP job descriptions
	Appendix D	Changed reference from 1 <sup>st</sup> Division to Premiership Division
11/16/04	Appendix F	Added registration/administrative fees for Indoor Referees Deleted Referee Grades 10 & 11 which are no longer valid grades
11/15/10		Document Review, update, and format change for easier readability
1/4/2011	Policy 102	Reimbursement Procedures Revised
	Appendix A	Annual Re-registration requirements defined

## Table of Contents

<b>PART I—GENERAL POLICIES .....</b>	<b>1</b>
POLICY 101—UTAH STATE SOCCER REFEREE PROGRAM.....	1
POLICY 102—TRAVEL EXPENSES .....	6
POLICY 103—PARTICIPATING OUTSIDE STATE OF REGISTRATION .....	8
POLICY 104—SOCIAL SECURITY NUMBERS .....	10
<b>PART II—REFEREE POLICIES.....</b>	<b>11</b>
POLICY 201—MINIMUM MATCH REQUIREMENTS .....	11
POLICY 202—PART YEAR REGISTRATIONS .....	12
<b>PART III—ASSESSMENT POLICIES .....</b>	<b>13</b>
POLICY 301—FIELD EVALUATION/ASSESSMENT REQUIREMENTS.....	13
POLICY 302—FOCUS FOR ASSESSMENTS/EVALUATIONS.....	17
POLICY 303—ASSESSMENT FEES AND ASSESSOR PAY .....	18
POLICY 304—DISTRIBUTION OF ASSESSMENT FORMS.....	20
POLICY 305—ASSESSOR REGISTRATION .....	22
<b>PART IV—INSTRUCTOR POLICIES .....</b>	<b>24</b>
POLICY 401—INSTRUCTOR REQUIREMENTS & PAY .....	24
<b>PART V—POLICIES APPLICABLE TO STATE ASSOCIATIONS.....</b>	<b>25</b>
POLICY 501—ASSIGNMENT OF OFFICIALS FOR UYSA STATE GAMES .....	25
<b>PART VI—SRP JOB DESCRIPTIONS.....</b>	<b>27</b>
CHAIRMAN, STATE REFEREE COMMITTEE .....	27
STATE REFEREE ADMINISTRATOR.....	29
STATE YOUTH REFEREE ADMINISTRATOR.....	31
STATE DIRECTOR OF ASSESSMENT .....	32
STATE DIRECTOR OF INSTRUCTION .....	34
STATE REFEREE REGISTRAR .....	36
STATE REFEREE ASSIGNOR COORDINATOR .....	37
STATE ASSOCIATION USA AND UYSA REPRESENTATIVE .....	39
TREASURER—UTAH STATE SOCCER REFEREE COMMITTEE .....	40
AREA DIRECTOR OF REFEREE ADMINISTRATION .....	41
DISTRICT DIRECTOR OF REFEREE ASSESSMENT.....	42
AREA DIRECTOR OF REFEREE INSTRUCTION .....	43
<b>APPENDIX A .....</b>	<b>44</b>
STATE REFEREE PROGRAM CERTIFICATION/RE-CERTIFICATION REQUIREMENTS .....	44
<b>APPENDIX B .....</b>	<b>47</b>
REQUIREMENTS FOR UPGRADE CONSIDERATION .....	47
<b>APPENDIX C .....</b>	<b>49</b>
APPROVED GAMES FOR GRADE 6 REFEREE AND ABOVE UPGRADE ASSESSMENTS .....	49
<b>APPENDIX D .....</b>	<b>50</b>
PREMIERSHIP DIVISION REFEREES OFFICIATING REQUIREMENTS .....	50

<b>APPENDIX E</b> .....	<b>51</b>
SRC POLICY STATEMENTS/CLARIFICATION .....	51
<b>APPENDIX F</b> .....	<b>52</b>
UTAH FEES SCHEDULE.....	52
<b>APPENDIX G</b> .....	<b>53</b>
ASSESSOR FEE SCHEDULE.....	53
<b>APPENDIX H</b> .....	<b>54</b>
REFEREE MINIMUM MATCH REQUIREMENTS .....	54
<b>APPENDIX I</b> .....	<b>56</b>
UTAH STATE REFEREE PROGRAM—REIMBURSEMENT REQUEST.....	56
<b>APPENDIX J</b> .....	<b>57</b>
OTHER PARTY EXPENSE FORM .....	57

## PART I—GENERAL POLICIES

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

(Also known as the State Referee Program — aka “SRP”)

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

- Utah Soccer Association, Inc., and Utah Youth Soccer Association, Inc., jointly establishes a State Referee Program for their State Associations.
- The purposes of the State Referee Program are to carry out the National Program For Referee Development of the United States Soccer Federation through the SRP; and to develop the quality and quantity of Federation officials, assessors, instructors, and assignors, and register those officials, assessors, instructors, and assignors required to serve the two State Soccer Associations in achieving excellence in officiating, education, and administration.

#### **Rule 2. DEFINITIONS**

- In this policy:
  - “Chairman” Refers to both male and female
  - “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
  - “SRR” State Referee Registrar
  - “State Associations” USA and UYSA
  - “State Games” Youth Competition State Cup Matches.
  - “SYRA” State Youth Referee Administrator
  - “Technical staff” SRA, SYRA, SDA, and SDI.
  - “USA” Utah Soccer Association, Inc.
  - “USASA” United States Adult Soccer Association
  - “USSF” United States Soccer Federation, Inc.
  - “USSRC” Utah State Soccer Referee Committee
  - “USSRP” Utah State Soccer Referee Program
  - “UYSA” Utah Youth Soccer Association, Inc.

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

- There is a State Referee Committee. The SRC is responsible for carrying out this policy, including the development of the SRP in:
  - Administration
  - Registration
  - Grade evaluation
  - Recruitment
  - Instruction
  - Mentoring
  - Assessment
  - Retention
  - Assignment
  
- The SRC is composed of the following:
  - Chairperson (an individual, not one of the other SRC members)
  - SDA
  - SDI
  - SRA
  - State Association Representative from USA
  - State Association Representative from UYSA
  - SYRA
  - Treasurer
  - USA President
  - UYSA President
  
- SRC Voting Members
  - The Treasurer is the only non-voting member 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.
  
- Each of the voting members of the SRC shall be appointed as follows:
  - Chairman: Appointed by the State Associations
  - SDA: Appointed by the State Associations on the recommendation of the SRA with the concurrence of the National Director of Referee Assessment
  - SDI: Appointed by the State Associations on the recommendation of the SRA with the concurrence of the Manager of Referee Development and Education
  - SRA: Appointed by the State Associations
  - SYRA: Appointed by UYSA with the advice of the SRA
  - USA State Association Representative: Appointed by the USA board

- UYSA State Association Representative: Appointed by the UYSA board
- 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.
- The Chairman shall preside at all meetings. In the absence of the Chairman, the SRA shall preside.

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

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

- the adoption and revision, as appropriate, of job descriptions for all positions of the SRP;
- the timely submission of registration forms of officials, assessors, instructors, and assignors;
- procedures for upgrading referees;
- scheduling, instruction, and testing for re-registration;
- cooperating with the Federation National Referee Office in the use of computer-related systems;
- determining the level and number of games a referee must officiate annually to reregister at the referee's existing grade level;
- scheduling, instruction, and testing for new officials, assessors, instructors, and assignors;
- providing clinics for all levels of officials, instructors, and assignors and producing training aids under the guidance of the SDI;
- training and recruitment of assessors under the guidance of the SDA;
- 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;
- providing for mentoring promising officials;
- retaining currently registered officials, assessors, instructors, and assignors, including the direct communication with them through the use of publications and other means;
- compiling and providing a list of registered officials for use by registered assignors in assigning games within the jurisdiction of the State Associations;
- being the Referee Disciplinary Committee considering and deciding appeals of decisions of hearing committees when game officials are found guilty of misconduct;
- setting the priority of assignments for state-level competitions; and

- overseeing 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**

- The fiscal year of the SRP shall be from **September 1** of one year through **August 31** of the following year.
- The SRC shall provide for fiscal controls and accounting procedures, consistent with generally accepted accounting principles, it considers appropriate to ensure the prudent use, proper disbursement, and accurate accounting of all SRP monies, including having an annual review or audit of the SRP accounts.
- The SRA, with assistance from the other members of the technical staff, shall prepare a proposed annual budget for the SRP. The proposed budget shall be submitted to the SRC not later than **July 15th** of each year for its approval. On approval of the budget by the SRC, copies of the approved budget shall be provided to the State Associations.
- The SRC shall also provide the State Associations with quarterly financial statements on the operations of the SRP.

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

- The Chairman of the SRC:
  - has overall supervisory responsibility for carrying out 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

- The SRA:
  - is responsible for the operations and administration of the SRP and supervises the technical staff, the SAC, and Area Directors of Referee Administration
  - serves as liaison between the Federation's Referee Committee and the SRC.
- The SYRA shall assist the SRA, with special emphasis on youth matters.

- The SDA shall carry out the National Referee Assessment Program for the SRP and supervise Area Directors of Assessment.
- The SDI shall carry out the National Program For Referee Development for the SRP and supervise Area Directors of Instruction.

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

- The SRP has a State Referee Assignor Coordinator (SAC) appointed by the SRC. The appointment remains in effect until the resignation, release, or appointment of another SAC by the SRC.
- The SAC must be a registered assignor.
- The SAC reports to the SRA and is responsible for coordinating official assignments by referee assignors registered with the SRP. The SAC may not re-assign officials who have accepted previous assignments.
- The SAC shall act as liaison between registered assignors and the SRA/SRC and perform the related functions of the SAC job description.
- The SAC shall meet with all registered assignors at least twice a year.

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

- The SRC shall establish areas within Utah for the administration of the SRP. Each area may have an Area Director of Referee Administration. This individual is responsible for the administration of the SRP within their area and shall report to the SRA.
- Each Area Director of Referee Administration shall be appointed by the SRA with the approval of the SRC for a 2-year term (except as otherwise provided in this subsection) and may be reappointed. An Area Director of Referee Administration may continue to serve until a successor is appointed. The terms of all of the Area Directors of Referee Administration shall begin on September 1.

## *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**

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

- **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 and titles/positions and amounts of those expenses on the Other Party Expense\* form. Please note that the detailed amounts on the Other Party Expense form must add up to the total entered on the Reimbursement Request form.
- **Approvals.** Only the Chairman of the State Referee Committee (SRC) and the SRA has approval authority for travel expenses.

## REIMBURSEMENT PROCEDURES

- **Completed 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.
- **Review of Forms.** The SRA will review each Reimbursement Request form for completeness and accuracy. **Payment.** The SRA will issue a check following review and approval of all expenses.
- **Denied Requests.** A Reimbursement Request form that is denied will be returned to the person submitting the form.
- **SRA Accountability.** The SRA will report all approved reimbursements to the SRC in their next scheduled committee meeting.

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

## *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.
- Similarly, officials, assessors, and instructors from Utah are encouraged to travel to other states to participate in USSF activities. Again, 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.

### **OFFICIALS**

- The USSF administrative manual states that any official traveling outside his or her home state "as a matter of courtesy...should inform the SRA/SYRA when traveling out of the state association to work games provided that they have met their obligations to the state association." In order to insure that a referee has met their obligations to the state association and will appropriately represent the SRP, any official from Utah 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.

### **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. Further, 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. Anyone inviting the assessor (or the assessor himself or herself) should contact the Utah SDA.

## **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***

- 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 form will be requested directly from the individual. Social security numbers may not be released. Any list provided by the SRC, SRA or SYRA will not include social security numbers. To assist in identification, a random ID number may be assigned officials.
- 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*

- 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
- Amateur matches must be regular league matches in the SRP service area. Any competitive league game scheduled by the USA for fall and spring seasons may be used to meet the minimum match requirements.
- Youth matches must be league or tournament matches in the SRP service area. League matches must be 45-minute half matches (U17 and above). Tournament matches must be U-17 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.
- 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.
- A referee may use professional and international matches to satisfy not more than 50 percent of the annual total match requirements of the referee.
- Consistent with United States Soccer Federation Policy 531-8, the SRA is directed 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.
- If a referee is certified for only part of a year, match requirements will be prorated for that partial year.
- 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***

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 but may officiate for the balance of the current calendar year and will be covered by the Federation's liability insurance policy for the balance of the current year as well as the next calendar year.

Registration fees will be according to the fee schedule listed in Appendix F. 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*

#### GENERAL

This policy amplifies the field evaluation requirements that are contained in the Criteria for Certifying and Upgrading Referee Tables printed in the 2010-2011 United States Soccer Federation Referee Administrative Handbook. Officials and assessors within the Utah State Referee Program must comply with this policy for the purpose of referee upgrade and recertification. Officials seeking to obtain assessments out of State must also comply with appropriate SRP policy for officiating out of state.

#### 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 Development funds.

#### ASSESSMENT CRITERIA

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

- **Type of Match:** Formal assessment will only be performed on matches scheduled for 2 full 45 minutes halves, between 2 currently USSF member teams. While some assessments may require a higher level of competition, the minimum game age level for formal assessments will be U19 for grade 6 or above and U17 for developmental assessments for grade 7.
- **Formal Assessments:** These are assessments required to meet standards for referee upgrade or recertification.
- **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.”
- **Assessor:** For formal assessments, only assessments assigned by the State Director of Referee Assessment (SDA) will be accepted. Assessors must be currently registered with USSF and be the appropriate grade for the level of assessment that is being performed. Additional requirements on assessor grade and assignment approval are listed below.

- **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”.
- **Rating of Further Evaluation:** If an official receives a “Not Acceptable” rating during the year, the official must obtain 2 acceptable assessments (in that position during the same calendar year) if the assessment is required as part of an upgrade process or to meet annual recertification requirements. If a Grade 7 referee attempting to upgrade to Grade 6 receives a “Not Acceptable” rating during the year and does not receive 2 subsequent acceptable assessments for upgrade prior to 12/31 of that same year, he/she will not be considered for upgrade until the “2-for-1” requirement has been met.
- **Timing of Assessments:** It is the referee’s responsibility to meet the recertification and upgrade requirements within a given year. For upgrades that require multiple assessments, it is required that these assessments be spaced at least one month apart to give the official the opportunity to practice the recommendations that are provided during the feedback sessions. The SDA should assist the referees in managing the timing of assessments.
- **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.
- **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.

## REFEREE GRADE 7 UPGRADE

**Type of match:** Youth U-17 and above to include USASA sanctioned matches.

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

## **REFEREE GRADE 7 ANNUAL ASSESSMENT REQUIREMENT**

**Requirement:** A Grade 7 referee must successfully pass an annual field assessment as a center referee.

**Type of match:** Youth U-17 and above to include USASA sanctioned matches.

**Assessor:** Any currently certified USSF Assessor (Associate Assessor through National Assessor) is qualified for this level of field evaluation.

## **STATE REFEREE GRADE 6 UPGRADE**

**Type of match:** Of the 2 field assessments as a referee, at least one must be on an adult senior amateur match. The other match may be on a Youth U19 or higher level of competition.

The field assessment as an assistant referee must be on a USASA sanctioned match or on a youth match at the U19 Youth Regional level or higher.

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

## **STATE REFEREE GRADE 6 ANNUAL ASSESSMENT REQUIREMENT**

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

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

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

## **STATE REFEREE GRADE 5 UPGRADE**

**Type of match:** All assessments (2 referee and one assistant referee) for this level of advancement must be done at the Top Amateur Division level of competition or higher. The SDA will annually provide a list of those Divisions and Leagues that provide the level of competition appropriate for this level of evaluation. (See appendix C: "Approved Games for Upgrade Assessments.") One of the assessments may be at the Youth U19 or higher level, provided the match is the Regional Youth Finals (or higher). It is suggested that if possible the field assessment for Assistant Referee be accomplished on a Professional Match (D3 level or higher). The official

must have one out-of-state assessment as a referee after passing all in-state assessments. This requirement may be waived if an out-of-state USSF state/national assessor has been invited by the SDA to conduct an in-state assessment for upgrade purposes.

**Assessor:** Any Provisional State Assessor or higher who has been a State Grade 5 referee during his/her career, can be assigned to these matches. All assignments for this level of upgrade will be coordinated with the SDA prior to the assessment.

## **STATE REFEREE GRADE 5 ANNUAL FIELD ASSESSMENT**

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

**Type of match:** The level of competition is top Amateur Division league or higher matches.

**Assessor:** Any Provisional State Assessor or higher who has been a State Grade 5 referee during his/her career can be assigned to these matches. It is recommended that State Grade 5 Referees who are preparing for advancement to National Candidate be assessed by either a Provisional National Assessor or National Assessor where possible.

**NOTE:** See the appendix C: “Approved Games for Upgrade Assessments” for a list of acceptable games to be used for assessments.

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

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

**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

Assessor must keep the following points in mind:

- 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.
- 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.

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***

### **GENERAL**

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

### **ASSESSMENT FEE**

- The assessment/evaluation fee to be paid the assessor is listed in the Appendix G: “Assessor Fee Schedule.” This fee will be the same regardless if the official requesting the assessment is attempting to fulfill a referee or assistant referee requirement.

### **PAYMENT PROCESS**

- Officials requesting assessments or evaluations will notify the Utah SDA in writing of their desire to have an assessment or evaluation scheduled. Accompanying the written request will be a check for the appropriate assessment fee as listed in Appendix G. Assessment requests for upgrade to State Referee Grade 6 or 5 should include a check for each assessment. All 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.

### **ASSESSOR PAYMENTS**

- Assessors will be paid according to the Assessor Fee Schedule in Appendix G. 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 report has been filed.
- 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 in Appendix G. Experienced Assessors who serve as mentors for new Associate Assessors will be paid according to the fee schedule in Appendix G for providing oversight and assistance during the match and with the preparation of the Feedback and Report of Assessment paperwork.

## 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.

## 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. The State Referee Office will either reimburse the assessment fee to the referee or hold the payment and apply it toward the next scheduled assessment.
- 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

### **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.

## **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.

### **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 REQUIREMENTS & PAY***

#### **MINIMUM REQUIREMENTS**

The minimum requirements for instructor certification are as follows:

- Referee grade: achieved grade of Referee Grade 8
- Soccer experience: a minimum of 2 years experience as a Referee Grade 7 or Referee Grade 8

Recommendation: Must be recommended by the SDI and approved by the SRA

#### **INSTRUCTOR PAY**

The instructor pay is as follows:

- New Referee Grade 8 clinic:  
\$40 for a single instructor for each 3-hour session  
\$30 each for a team of 2 or more instructors for each 3-hour session
- Re-certification clinic:  
\$80 for a single instructor for each 6-hour session  
\$60 each for a team of 2 or more instructors for each 6-hour session
- Travel Reimbursement:  
Reimbursement for mileage 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

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

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

#### **GENERAL RESPONSIBILITY FOR ASSIGNMENT**

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.

#### **SGAC—STATE GAME ASSIGNMENTS**

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

#### **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.

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

## **UYSA BOARD OF DIRECTORS**

The UYSA Board of Directors provides guidance for all state games.

## **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.

## **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 and final games be assessed.

## **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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### *Chairman, State Referee Committee*

- Title:** Chairman, State Referee Committee
- Function:** To provide overall supervisory authority for carrying out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the Utah Soccer Association, Inc. (USA) 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 Chairman:
- 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 Chairman is appointed by the State Amateur and Youth Associations
- Term:** The appointment remains in effect until the resignation, release, or appointment of another Chairman
- Reports To:** The Chairman makes reports to the SRC and the State Associations.
- Responsibilities:** The Chairman 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
- appointing for the State Associations hearing committees to consider and decide cases involving complaints of misconduct away from matches by game officials

## *State Referee Administrator*

- Title:** State Referee Administrator (SRA)
- Function:** To carry out the State Referee Program (SRP) administered by the State Referee Committee (SRC) for the Utah Soccer Association, Inc. (USA), 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 following:
- 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 the State Games Assignor-Coordinator, assessors, and instructors
  - carrying out the Federation National Assessment Program for the SRP through the State Director of Assessment
  - 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. 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 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 Amateur 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 District Directors of Assessment (DDA)

## *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 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 Amateur 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 Soccer Association, Inc. (USA), 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) administered by the Utah Soccer Association, Inc. (USA), and the Utah Youth Soccer Association, Inc. (UYSA)
- 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 State Youth and Amateur Associations on recommendation of 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 USA 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 Soccer Association, Inc. (USA), and the Utah Youth Soccer Association, Inc. (UYSA)
- Requirements:** The Area Director of Referee Administration:
- shall have administrative ability to accomplish SRC work
  - 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
- 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

## ***District Director of Referee Assessment***

- Title:** District Director of Referee Assessment (DDRA)
- Function:** To carry out, within the geographic area of the State Referee Program (SRP) designated for the DDRA, referee assessment responsibilities of the SRP administered by the State Referee Committee (SRC) for the Utah Soccer Association, Inc. (USA), and the Utah Youth Soccer Association, Inc. (UYSA)
- Requirements:** The District 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
- Appointment:** Each DDRA is appointed by the State Director of Assessment (SDA) with the approval of the SRC
- Term:** The appointment remains in effect until the resignation, release, or appointment of another DDRA
- Reports to:** Each DDRA reports to the State Director of Referee Assessment
- Responsibilities:** A DDRA is responsible for the following:
- carrying out, within the geographic area assigned the DDRA, referee assessment activities of the SRP as designated by the SDA

## *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 Soccer Association, Inc. (USA), 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 F: "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 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 assessors' 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*

REQUIREMENT		LEVEL OF UPGRADE DESIRED		
		8 TO 7	7 TO 6	6 TO 5
<b>GENERAL REQUIREMENTS</b>				
1.	Minimum age	17	18	19
2.	Time (months) in present grade (prior to application)	12 (Grade 8)	12 (Grade 7)	12 (Grade 6)
3.	Experience (total <u>minimum</u> cumulative outdoor games)	<b>100</b>	<b>125</b>	<b>200</b>
	Middle	75	100	150
	Line	25	25	50
<b>GAME REQUIREMENTS</b>				
4.	Minimum number per level of career games to be counted for advancement using DSC <sup>1</sup>			
	<b>U19 and higher</b>		<b>125</b>	<b>125</b>
	Middle	—	100	100
	Line	—	25	25
	<b>Amateur Division I</b>			<b>75</b>
	Middle	—	—	50
	Line	—	—	25
<b>ASSESSMENT REQUIREMENTS</b>				
5.	Number of Assessments using DSC <sup>2</sup>			
	<b>U17 and higher</b>			
	Middle	1		
	<b>U19 and higher</b>			
	Middle		2	
	Line		1	
	<b>Top Amateur Division</b>			
	Middle			2 <sup>3</sup>
	Line			1
	<b>Minimum Passing grade</b>	<b>70</b>	<b>70</b>	<b>70</b>
<b>WRITTEN WORK</b>				
6.	Letter of intent to upgrade sent to SRA, SDA	Yes	Yes	Yes
7.	List of games and in-service training hours to SRA, SDA	Yes	Yes	Yes
8.	Personal check to SDA (made out to USSRC) to cover assessments	No	Yes	Yes

REQUIREMENT		LEVEL OF UPGRADE DESIRED		
		8 TO 7	7 TO 6	6 TO 5
9.	Evidence of your personal commitment to giving back to the game of soccer and refereeing e.g., through mentoring of younger officials, accepting lines on youth games, volunteering of time, etc. <sup>4</sup>	Yes	Yes	Yes
10.	Written confirmation from SRA, SDA that you are ready to upgrade	Yes	Yes	Yes
<b>TEST REQUIREMENTS</b>				
11.	Physical fitness test	Yes	Yes	Yes
12.	Written test			
	Entry level test	85%		
	State level test	—	75%	85%
<b>INSERVICE TRAINING</b>				
13.	Training Sessions (Hours)			
	Intermediate level training	5	—	—
	ARTS meeting (previous year)	—	10	12
<b>ANNUAL RENEWAL REQUIREMENTS</b>				
14.	In-service training (Hours)	6	10	12
15.	Refresher test	Yes	Yes	Yes
16.	Maintenance Assessment	Yes <sup>5</sup>	Yes	Yes
17.	Physical fitness test	Yes	Yes	Yes

**Notes:**

- 1 DSC = Diagonal System of Control. This is the requirement for all games
- 2 You must pass twice as many as you have failed (i.e., if you fail an assessment, you must pass two additional ones)
- 3 One of these assessments needs to take place either within or outside of Utah by an out-of-state USSF state/national assessor. Out-of-state assessments must be arranged through the Utah SDA who will help you to arrange these with the out of state SDA. Every effort will be made to

help you financially with out-of-state arrangements.

- 4 While this is not a written requirement set forth by USSF, it is our expectation in Utah that referees will give back to the game and to refereeing through various and sundry activities, e.g., mentoring, assessing, helping out with the State Referee Committee. You decide what works best for you.
- 5 U 17 or higher applies to Grade 7 re-certification only.

## APPENDIX C

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### *Approved Games for Grade 6 Referee and Above Upgrade Assessments*

**THE FOLLOWING GAMES ARE CONSIDERED TO BE ACCEPTABLE U19 AND HIGHER AND TOP AMATEUR DIVISION GAMES:**

#### **U19 and higher:**

- U19 youth games and higher (this does not include any youth games below this level, e.g., U18)
- USSF Division III and Division IV men's games
- USSF Women's games

#### **Top Amateur Division:**

- USSF Division I men's games
- USSF Division II men's games
- D3 professional games
- Women's professional league

## APPENDIX D

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### *Premiership Division Referees Officiating Requirements*

**11/30/02**

- Recommended by:** State Referee Committee Members, Current Premiership Division Referees, Team Representatives/Players
- Approved by:** State Referee Committee (SRC) & the Utah Soccer Association, Inc. (USA)
- After SRC Approval:** SRC chairman extends written invitation to individual referees to officiate Premiership games.

**Evaluation Criteria, Requirements, Obligations:**

- Pass the physical fitness test appropriate to the USSF established age requirements—Spring and Fall Seasons
- Upgrade or maintenance assessments current
- Always be professional in appearance—Proper uniform, clean, etc.
- Attend 75% of all ARTS meetings in both the Spring and Fall seasons
- Attend 75% of the scheduled Premiership division referee meetings/E-mail other referees about weekly games including problems and other important issues for future matches
- Accept Premiership Division game assignments as priority assignments—If you have already accepted a different assignment, it is your responsibility to be certain the other game officiating assignment is filled—Work closely with the assignor to accomplish this in a timely manner
- Commit to Premiership Division games every other week and every week if necessary
- Keep all Premiership division game assignments once accepted
- Fill assistant referee assignments on Amateur games equal to number of Premiership Division referee assignments
- File all game reports timely and completely—Must be filed in English
- Attend other training meetings when requested
- “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

## APPENDIX E

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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 F

### *Utah Fees Schedule*

REFEREE GRADES	Registration	Admin. Fee	TOTAL	7/1–10/31 (Prior to or during Fall Season)
(1/2) International Panel	\$100.00		\$100.00	
(3/4) National Grade 3 & 4	\$100.00		\$100.00	
(5/6) State Grade 5 & 6	\$75.00	\$10.00	\$85.00 <sup>5</sup>	+\$30.00
(7) Referee Grade 7	\$45.00	\$10.00	\$55.00 <sup>5</sup>	+\$20.00
(8) Referee Grade 8	\$40.00	\$10.00	\$50.00 <sup>5</sup>	+\$20.00
(9) Recreational Referee	\$40.00	\$5.00	\$45.00 <sup>5</sup>	+\$15.00
(12) Assistant Referee	\$40.00	\$5.00	\$45.00 <sup>5</sup>	+\$15.00
(13/14) National Emeritus	\$75.00		\$75.00	
(15/16) State Emeritus	\$75.00		\$75.00	
(17) Honorary	\$10.00		\$10.00	
Indoor Referee	\$50.00	\$10.00	\$60.00 <sup>5</sup>	+\$20.00
<b>INSTRUCTOR GRADES</b>				
(3) National Instructor	\$100.00		\$100.00	
(4) National Instructor Trainer/Staff	\$100.00		\$100.00	
(5) State Referee Instructor	\$75.00		\$75.00	
(6) State Referee Instructor (provisional)	\$75.00	\$15.00 <sup>6</sup>	\$75.00 or \$90.00	
(7) Referee Instructor	\$45.00		\$45.00	
(8) Referee Instructor Provisional	\$45.00	\$15.00 <sup>7</sup>	\$45.00 or \$60.00	
(9) Associate Referee Instructor	\$40.00		\$40.00	
(10) Associate Referee Instructor (provisional)	\$40.00	\$15.00 <sup>1</sup>	\$40.00 or \$55.00	
(11) Youth Referee Instructor	\$40.00	\$15.00 <sup>8</sup>	\$40.00 or \$55.00	
<b>ASSESSOR GRADES</b>				
(3) National Assessor	\$100.00		\$100.00	
(5) State Assessor	\$75.00		\$75.00	
(6) State Assessor (provisional)	\$75.00	\$15.00 <sup>2</sup>	\$75.00 or \$90.00	
(7) Referee Assessor	\$45.00		\$45.00	
(9) Associate Referee Assessor	\$40.00	\$15.00 <sup>3</sup>	\$40.00 or \$55.00	
<b>ASSIGNOR GRADES</b>				
All assignors	\$20.00	\$15.00 <sup>4</sup>	\$20.00 or \$35.00	

**Notes:**

- 1 When taking the Associate Instructor course
- 2 When upgrading and taking the State Assessor Course
- 3 When taking the initial Assessor course
- 4 When taking the initial Assignor course
- 5 When registering after the USSF cutoff date for current year registration, add \$10 administrative fee

- to cover the remaining period during the current year to 12/31 (next year) to coincide with the USSF registration period
- 6 When upgrading and taking the TT and IIE courses
- 7 When upgrading and taking the ITIP course
- 8 When taking the Recreational Youth Referee Instructor Course

## APPENDIX G

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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
- Grade 6 to Grade 5 Upgrade or Grade 5 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: \$0.40 per mile  
(Minimum mileage requirement applies)

## APPENDIX H

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### *Referee Minimum Match Requirements*

<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	*	*	*
5	15	6	21	10
6	12	6	18	9
7	N/A	12	12	8

\* To be coordinated with SRA

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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
	APPROVED BY _____ DATE _____

