



# CUP ASSESSMENT PROCEDURE

## A. Purpose

1. Assess Grade 7 and 8 "TOP TEN" referee candidates
2. Provide verbal feedback to the referees
3. Provide written feedback to Area Referee Administrator for final selection.
4. Provide written feedback to FSR assessment and instruction administration

## B. Procedure

### Area Referee Administrator

1. Accumulate and verify recommendations for candidacy from the local administrators and assignors.
2. Transmit candidate list to the ADA, SRA, SDI, and SDA, including referee grades
3. Notify all listed referees that they have been selected candidates
4. Additionally, notify the Grade 7 and 8 candidates that they need to request and pass a 'CUP Assessment' to remain a candidate. They will not be required to pay an assessment fee.
5. Referee Grades 5 and 6 do not require a 'Cup Assessment'
6. Submit final candidate list to the SRA

### Candidate

1. After the notification of candidacy by the ARA, the candidate must :
2. Request the ADA to schedule a "Cup " assessment for an assigned game.

**OR**

3. Notify the ARA of non-availability as a candidate.

### Area Director of Assessment (ADA)

1. Receive the request from the candidate
2. Verify that the candidate is on the current list
3. Determine if the requesting organization wishes to flag particular referees for observation
4. Assign assessors as required
5. Only the first page of the USSF assessment report, needs to be filled out. Feedback is not required.
6. Upon receipt of the electronically generated expense reports and assessments :
  - a. Approve the expense reports and electronically transmit to the SDA along with the assessments
  - b. The SDA will approve and transmit to FSR for payment to the assessor.
  - c. Email the assessment report and any comments to the ARA.

### Assessor

1. Assess the candidate
2. Give verbal feedback to the candidate and ARs; written feedback is not required.
3. Fill out the first page, with numeric grades, of the standard USSF assessment report. (Form found on FSR web.
4. On the first line of the performance section, enter "**CUP ASSESSMENT**"
5. On the same line enter "**RECOMMENDED for TOP TEN**" or "**NOT RECOMMENDED for TOP TEN**"
6. Email the first page **only** to the ADA along with an FSR expense report for \$25.00 per assessment.
7. DO NOT enter the information on the FSR web-based assessment section.
8. All reports must be submitted within seven (7) days.

### State Director of Assessment (SDA)

1. Receive, approve, and submit all expense reports to FSR for payment.
2. Review the assessment reports and any ADA comments.