



## **FSR POLICIES FOR ASSESSORS**

(REVISED 25 JUNE 2011)

**Florida State Referees, Inc. (FSR) supports the United States Soccer Federation's National Referee Development Program in its vision to become the preeminent worldwide model for referee excellence. In that respect, FSR presents this revised Referee Assessment Policy (The Policy), to promote and ensure excellence at all levels of the game.**

**FSR is a service organization and this Policy has been created in the interest of all in soccer, to promote integrity and is dedicated to all referees and assessors whose purpose is to ensure the progress of the game in terms of quality through achieving excellence in guidance and development.**

## FSR POLICY FOR ASSESSORS

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## **1. AREA DIRECTOR OF ASSESSMENTS (ADA)**

- 1 The ADAs receive their guidance from the SDA.
- 2 Assessors receive their assignments from the SRA, SDA, ADA or their representatives. This must be coordinated with the ARA/DRAs and referee assignors.
- 3 Assessors will not assess any referee whose grade is higher than the assessor's grade or, in the case of an upgrade assessment, any referee whose upgrade will bring that referee to a grade higher than the assessor's. This limitation does not apply to an assessor who, as a referee, has attained National grade.
- 4 Whenever possible, assessors should not be assigned to assess a referee that the assessor has formally assessed within the previous year. This is intended to maximize the advice and feedback to officials by using different assessors, each with a unique or particular background and experience. The obvious exception is a failed assessment when the same assessor may perform one of the two make up assessments.
- 5 Assessments for administrators (DRA, ARA, ADA, etc.) and Assignors should be performed by an assessor who is registered in a different area (i.e. referee in A vs. assessor from B). However, this does not apply if a National assessor is assigned to perform this assessment.
- 6 The ADA, SRA, SDA, or TAC may assign, for training purposes, a senior assessor to observe a junior assessor or a junior assessor to "shadow" a senior assessor during an assessment. The observer must ONLY observe and remain inactive in the post game session with the referees. Critiques are to be held after the referees have left.

## **2. ASSESSOR REQUIREMENTS, RECERTIFICATION AND UPGRADE**

- 1 **Associates (grade 9):** 25 years of age, 3 years as a referee, attained Referee Grade 7 , and passed the entry level assessor course. Annual certification requires 2 developmental assessments in the previous year and passing a written test. Annual registration fee and examination required. Can assess Referee Grades 7 & 8.
- 2 **Referee Assessor (grade 7):** 26 years of age, attained referee grade of 7, 1 year as an associate, 5 developmental grade 7 & 8 assessments, SDA approval. Annual certification requires 2 full assessments in the previous year and pass a written test. Annual registration fee and examination required. Can assess Referee Grades 7 & 8.
- 3 **State Assessor (grade 5):** Successful completion of State Level Assessor Course, attained referee grade 6 and accomplished 30 full assessments. Annual registration fee and examination required. Annual recertification requires 2 assessments at adult amateur level, during the previous registration year. Can assess Referee Grades 8 through 5.
- 4 Training and additional requirements for all grades will be as directed by the SDA.
- 5 Requests for upgrade must be submitted to the ADA , approved by the SDA, and must be accompanied by the appropriate fee .

- 6 The registration year is from Sept. 1<sup>st</sup> to Aug 31<sup>st</sup>.
- 7 If a written test is failed, the days to wait before retaking it are the same as for referees (i.e. 30 days for grade 7 and below, 90 days for State and above).

### **3. AVAILABILITY**

- 1 Assessors are expected to reserve one weekend per month for assessments
- 2 Assessors who are also active referees may not do both , assess and referee, at the same tournament. This policy also applies to same day – same field for league and non-tournament events.

### **4. ASSESSMENT SCHEDULING**

All referees must request their assessments as noted below.

Unless directed to do so by the ADA or SDA, officials will not directly contact an assessor in an attempt to schedule an assessment. When an official wishes to be informally evaluated, the assessment will not count and the fees are negotiated between the assessed and the assessor.

#### **Assessment Scheduling Timeline**

- |            |  |
|------------|--|
| 1)REFEREE  | Request assessment approval from the ARA.  |
| 2)ARA      | Approve request.   |
| 3)REFEREE  | Request appropriate level game from his/her assignor                             |
| 4)ASSIGNOR | Assign appropriate game level  |
| 5)REFEREE  | Notify ARA of game assignment at least 7 days prior to game                      |
| 6)ARA      | Approve game at least 7 days prior to game.                                      |
| 7)ADA      | Assign assessor.   |
| 8)ASSESSOR | Assess game, provide personal feedback and enter assessment on USSoccer website. |
| 9)REFEREE  | Receives written feedback via USSoccer website                                   |
| 10)ADMIN.  | Review assessment results  |

#### **NOTE:**

It is the responsibility of the requesting referee to notify the ARA and the assigned assessor if the game information changes. The notification must be given to the assessor a minimum of two hours before game time or before the assessor is in normal transit to the game.

If the ARA and the assessor are not notified of a change, and the assessor arrives at the game site, and the assessment does not take place for any reason other than that involving the assessor, the referee is responsible to pay the referee game fee plus any travel fee previously agreed to in writing by the requesting referee(s) to the assessor.

If the referees and the assessor show up and the game is not played, the requesting referee is responsible to pay a fee of \$35.00 to the assessor.

No further assessments will be approved for the requesting referee(s) until the appropriate fee is paid.

**Assessment Process**

	Request Assmnt	Approve Request	Request Game Assign	Assign Game	Notify ARA	Approve Game	Assign Assessor	Assess Game	Review Assmnt
Referee	XXXXXX		XXXXXX		XXXXXX				XXXXXX
ARA		XXXXXX				XXXXXX			XXXXXX
Assignor				XXXXXX					
ADA							XXXXXX		XXXXXX
Assessor								XXXXXX	
SRA									XXXXXX
SDA									XXXXXX

Minimum  
Game  
Level  
Requirements

Upgrade to next Level

Maintenance

Current  
Grade

REF

AR

REF

8

1 @ U-17

N/A

N/A

7

1 @ Div 2  
Adult  
1 @ U-19

1 @ U-19

1 @ U-17

6

2 @ Div 1  
Adult

1 @ Div 1 Adult

1 @ Div 2 Adult

5

Per Current US Soccer Requirements

1 @ Div 1 Adult

**5. FORMS AND PROCESSING**

- 3 All forms are required to be completed electronically on-line and forwarded within 7 days (48 hours preferred) using the USSoccer web site. This policy will be strictly enforced. Failure to comply may result in disciplinary action to the assessor.
- 4 In every case, the referee must declare the intended use of the assessment (maintenance or upgrade) when the assessment is requested. This must be entered on the electronic assessment form as a Maintenance or Upgrade request.
- 5 The forms must be completed on all 3 officials regardless of who requested or paid for the assessment. An assessment done on only one or two officials is not a valid assessment and will not count for either the referee or the assessor.

## **6. ASSESSMENT CONTENT**

- 6 Assessments are confidential and may only be provided to others by the SRA or SDA on a need-to-know basis according to Policy.
- 7 The comments provided on the full assessment should not be the total verbatim repeat of the feedback to the official. The intent of these comments is to provide the SRA and the SDI with information for future training, to provide USSF, SRA, and the SDA with a credible indicator of the referee's capability and potential for upgrade, and to provide a guide for future assignment.
- 8 The scores must match comments.
- 9 Recommendations must meet USSoccer guidelines.
- 10 Complete and accurate information is mandatory. Careful and particular attention should be given when recording name, game, grade, date, USSF ID of the assessed. The recommendation blocks must be completed. The level of the game must be clearly indicated on the form.

## **7. ASSESSMENT USE.**

- 1 Assessments are used primarily to improve referee performance, measure ability, level of comfort and measure potential.

## **8. ASSESSMENT LIMITATIONS**

1. A declared maintenance assessment cannot subsequently be used for upgrade.
2. An upgrade assessment cannot be used for maintenance.
3. For any officials who did not request the assessment, enter "NA" (No Assessment) on the USSoccer assessment form.
4. Club linesman or currently unregistered referees cannot be used in matches for assessment.
5. A referee may use only 1 assessment per day. ie: s/he cannot use 2 assessments as a referee or 1 assessment as a referee and 1 assessment as an AR in another game on the same day.
6. College, high school, and games in which an unaffiliated team participates cannot be used for USSoccer or FSR assessments.
7. Upgrade assessments must occur within 12 months of the date of first assessment. Two passing assessments are needed to offset a failed assessment. No more than two failing assessments can occur within the time period. If a candidate for upgrade fails two assessments in that 12 month period, the candidate must start the upgrade procedure over for the next registration cycle, starting with zero assessments. Make up assessments must be at the same, or higher, level as the failed assessment.
8. Maintenance assessments required for Grades 5, 6, and 7 must occur within the current calendar year (Jan 1<sup>st</sup> to Dec 31<sup>st</sup>) for the year's eligibility.
9. The first failure of a maintenance assessment only requires one additional passing assessment. For a second failure, two passing assessments are required to offset the failure. One of the make up assessments may be performed by the same assessor who originally failed the referee. Make up assessments must be at the same, or higher, level as the failed assessment.
10. Assessors should not be assigned to do back-to-back games

11. All games used for maintenance or upgrade must be 90 minutes in length. All games must be completed within Florida unless pre-approved by the SRA or SDA.

## **9. FEES**

### **Assessors appointed by the National Director of Assessments, or delegate.**

Assessor fees are established and paid for by the National Office.

### **Assessors appointed by the State Director of Assessment, or delegate.**

1. Unless otherwise specified by the SRA, the assessor fee will be the center referee's game fee, not to exceed \$80.
2. The assessor fee will be paid by the requesting official.
3. If more than one official has requested an assessment, the fee shall be the sum of the referee's fee plus the other official(s) fee(s), not to exceed a total of \$80 and will be divided and paid by each of the requesting officials.
4. An official who has not contributed to the assessment fee may not use the assessment for maintenance or upgrade and will be listed as "NA", a developmental assessment.
5. In cases where a referee wants to be evaluated by a particular assessor, the fee is negotiated between that referee and the assessor. However, this privately arranged assessment will not be credited to the records of either.

## **10. TRAVEL**

- 11 All assessor appointments or assignments necessitating round trip travel of 100 miles or more require prior written approval of the SRA.
- 12 Under FSR policy, round trip mileage is reimbursable only in excess of the first 100 miles.
- 13 Assessors' appointments approved as per the previous paragraph will be reimbursed round trip mileage according to the current FSR policy, unless other arrangements have been made directly with the referee. Mileage is measured from city to city, not portal to portal, using commercial tools such as Map Quest, Trip Maker, etc.
- 14 Assessors will only be reimbursed for one round trip per appointment.
- 15 For assessors approved by FSR for appointments to tournaments sponsored by either State Associations (Youth and Adult), FSR may pay round trip mileage according to FSR policy measured from city to city. FSR encourages car-pooling when a group of assessors is assigned to the same site at the same tournament.
- 16 Regarding lodging of assessors for these tournaments: FSR will assign the rooming arrangements. If an assessor wants or needs the privacy of her or his own room, the assessor will pay 100% of the expenses for that room. FSR will not be responsible for the payment of any portion of the room rate unless specifically agreed upon in writing with the FSR office prior to these events.
- 17 There is no FSR mileage reimbursement for attending training clinics, recertification classes, or seminars.

## **11. PER DIEM.**

- a. FSR paid per diem is only applicable when approved by the SRA.

- b. Reimbursements depend on prompt receipt of required reports and assessments.

**12. TOURNAMENTS**  
**AND**  
**TOURNAMENT ASSESSOR COORDINATOR (TAC)**

When a tournament requests assessors, the SDA will:

- 1 Assign a TAC. Administrative and assigning skills are essential. Being a registered instructor with mentoring ability is a plus.
- 2 Confirm that the tournament will provide housing for assessors whose travel exceeds 50 miles one way (100 miles round trip). Exceptions requiring FSR payments for assessor travel must be approved in advance by the SRA .

**13. TAC RESPONSIBILITIES**

- 1 Interface with the tournament committee and its referee assignor to define objectives, responsibilities, Rules of Competition, etc.
- 2 Every attempt should be made to meet the tournament requirements. Discussions should include:
  1. Identify the committee person that assessors will contact for housing and transportation to game fields, if required.
  2. Arrange for facilities for a pre-tournament assessor meeting.
  3. Determine if the tournament wants on-going feedback on each referee's capabilities to assist them in assigning any and/or all games
  4. Determine if the tournament wants incidental feedback of teams, coaches, fan behavior, facilities, etc.
- 3 Compile and confirm assessor availability 3 weeks in advance. At the time of confirmation, the TAC will provide the following information from the tournament to the assessor.
  1. The name and contact information of the committee person that assessors are to contact for housing and local transportation.
  2. Tournament dates and game times.
  3. Maps and/or direction of housing, meetings, fields.
  4. Date, time and location of the pre-tournament meeting.
- 4 Download or order a supply of the required forms from FSR at least 2 weeks in advance.
- 5 Work with the tournament committee and/or referee assignor to develop schedules and/or referee assignments that allow time for assessor's post-game debriefing.
- 6 Obtain and maintain an updated schedule.
- 7 Obtain a list of referees who have requested assessments and give their request a priority when possible.
- 8 Develop an assessor assignment schedule following the guidelines in other sections of this policy (i.e. Assessor grades vs. referee grades).
- 9 Avoid multiple assessments by the same assessor of the same referee when possible.
- 10 Hold a short pre-tournament meeting with the assessors. Outline one or two key areas to focus at this tournament. Cover and accomplish as a minimum:
  1. Distribution of assignment schedule and forms.
  2. Stress complete, accurate and timely assessment paperwork.

3. Define paper work flow and collection.
  4. Provide normal and emergency contact information.
  5. Define assessor attire, equipment, arrival times, etc.
  6. Compile hotel and emergency contact information for each assessor.
  7. Emphasize tournament objectives and the importance of timely, accurate and complete accomplishment of the forms including recommendation for future assignments at the tournament and beyond.
  8. Alert the assessors that a competent assessor, either of senior or junior rank, may attend their verbal referee feedback session.
- 11 At the completion of the tournament:
1. Collect all non-electronic assessments. If, because of time constraints some assessments cannot be completed by the end of the tournament, those assessments will be mailed to the TAC who will forward them to the SDA, if required.
  2. Prepare an after tournament action report which will include assessor highlights and tournament activities as they affected the assessors. All of the assessments will be packaged and will be an attachment to the TAC report.
  3. The TAC's report and its attachments will be mailed to the SDA not later than 7 days after the completion of the tournament.
- 12 TAC fees:
1. The SRA will determine the per diem appropriate for the tournament.
  2. Miles will be reimbursed for actual TAC travel between sites at a multi-site tournament. This does not include travel to and from the hotel, only between game sites.
  3. Reimbursements depend on prompt receipt of required report and assessments.

#### **14. TOURNAMENT ASSESSORS**

- 13 Attend the pre-tournament meeting with the TAC.
- 14 Submit tournament assessments to the TAC by the end of the tournament or very soon after if time did not allow completion of the forms after the last game(s).
- 15 Non-electronic assessments not submitted to the TAC must be sent to the TAC or his designee within 7 days..
- 16 Reimbursements will be delayed for assessments not submitted to the TAC or unfiled electronic assessments. See appropriate paragraphs above.
- 17 Assessors are expected to attend the pre-tournament meeting and be available for assignments throughout the tournament including the last scheduled game.

#### **15. DISCIPLINE**

If an assessor is accused of misconduct, ie: unethical conduct, misuse or abuse of authority, conflict of interest, etc., a written description of the alleged misconduct must be submitted to the ARA for disposition according to FSR procedures. If the alleged misconduct occurs at a tournament, the documentation must be submitted to the TAC, who will arrange for disposition according to FSR procedures.

#### **16. EXCEPTIONS**

- 18 With the exception of mileage and provided permission has been obtained from the SRA and/or the SDA for a direct arrangement between the assessor and the referee, many of these policies may not apply to assessors. An example may be inclusion of reasonable meal and hotel

expenses paid by the requesting official(s) when an assessor travels long distance or must remain overnight.

19 Exceptions may also apply if National Assessors are assigned by and paid by USSF and/or FSR.

20 In cases of possible conflict of interest regarding the assignment of a particular assessor assigned to a match, the referee may submit a written statement outlining the problem to the SDA for determination prior to the match. In no case does the referee have approval rights in the assessor assignment.