



Referee Instruction Program Policies of Florida September 1997 (revised February 2016)

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1. General Policies

The information contained in this document is issued to supplement policies of the United States Soccer Federation and FL Soccer SRC Inc (FLSRC) related to referee, assessor, assignor, and instructor instruction. This represents the policy of the FLSRC Instruction Program (the Instruction Program).

a) Definitions

The following terms when used by the instruction program will mean:

- Lead Instructor – instructors currently registered with the United States Soccer Federation (USSF) in grade 7 or higher who can be assigned to conduct an Entry-level referee course alone. Individuals qualified as Lead Instructors may be assigned as an associate instructor on Grade 8 entry-level referee courses **only** with the prior approval of the State Director of Instruction (SDI).
- Co-Lead Instructor – instructors currently registered with USSF in grade 7 or higher who are assigned to share the time to conduct a referee course with another lead instructor.
- Entry Level Instructor – instructors currently registered with USSF in grade 7 during their first two years as an instructor. These individuals are **only** to be assigned as an associate instructor under the guidance of a lead instructor. The respective Area Director of Instruction (ADI) will determine the number of assignments needed to prepare them to be designated lead or co-lead instructor. When these individuals are deemed ready to conduct an Entry-level referee course alone, the respective ADI will recommend a change in status to the SDI. The SDI will review the performance of every entry-level instructor who is **NOT** recommended to be a lead instructor by the end of his or her initial two-year period. The purpose of this review is to decide if this person should continue as an instructor in Florida.
- Entry-Level Referee Course – training course leading to certification as a new Grade 8 referee with USSF.
- Recertification Course – annual training course leading to certification as a referee, instructor, assessor, or assignor with USSF.
- Intermediate Referee Course – course required for upgrade from Grade 8 referee to Grade 7 referee or a course offered by USSF for grade 7 or grade 8 referees.



- Advanced Referee Course – course required for upgrade from Grade 7 referee to Grade 6 referee, or courses offered by USSF as Advanced Referee Training or Professional Referee Training.
- Specialized Courses – courses required to attain initial certification or upgrade as an instructor, assessor, or assignor.
- Certification – a confirmation by the appropriate administrator that the requirements of USSF for referees, instructors, assessors, or assignors have been met successfully. USSF requirements for certification must be met annually.
- Registration – the actions taken to record the affiliation of an individual with USSF.

b) Certification and Registration of Individuals

- The State Referee Administrator (SRA) directs the certification and registration of referees with USSF.
- The State Director of Instruction (SDI), State Director of Assessment (SDA), or State Director of Assignors (SD Assignors) directs the certification and registration with USSF of instructors, assessors, or assignors, respectively.

c) Course Evaluations

- Course evaluations can provide valuable feedback to the instructor. A course feedback form will be available on the LeagueGM website and is optional for student use. Feedback forms, if submitted, will be transmitted to the appropriate ADI.

2. Course General Guidelines

a) Duration

- The duration of all courses of instruction for referees, assessors, instructors, and assignors is specified by USSF and may be supplemented by FLSRC as needed.

b) Course Schedules

- Courses must be scheduled to meet the minimum time periods specified by USSF. Any combination of days or times is acceptable provided the minimum time period is met. The referee Grade 8 entry-level course will not be conducted over a period of time greater than two weeks.



c) Minimum/Maximum Class Size

- Entry - level referee Grade 8 courses are **required** to have a minimum of 10 students and a maximum of 30 students. The instruction program will conduct an entry – level referee course with less than 10 students provided the course fees representing the required minimum number of 10 are received prior to posting the course. The SRA or SDI can approve entry-level referee courses with less than ten participants in unusual circumstances (distance from other clubs/leagues; size of club/league; current load on instructional staff, etc.) provided approval is received prior to posting of the course on the LeagueGM website.
- Intermediate/advanced referee and specialized courses are **required** to have a minimum of 10 students and a maximum of 40 students unless the SDI allows a greater number of students in these courses. The SDI may waive the required minimum number of students for **specialized** courses.

d) Minimum Age of Participants

- The Federation has no minimum age for entry-level referee courses and neither will the state of Florida. However, the Florida instruction program has observed over the years that students who have attained age 13 have much greater success completing the referee Grade 08 entry-level course than younger students.

e) Student Attendance

- Students are expected to attend the entire course. In extreme circumstances, some class time may be missed. The instructor should insure that the student has a grasp of the material presented in that missed session (homework, quiz, etc.). In no instance may a student miss more than 2 hours of the referee Grade 8 entry-level course.



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3. Instructor Assignment Policy

The following criteria are to be utilized for instructor assignments:

a) Assignment Concerns

- ADIs will endeavor to assign courses to eligible Grade 7 and 5 lead instructors residing within the district where the referee Grade 8 course is being held. Any exception needs prior approval of the SDI. ADIs should rotate assignments to eligible instructors to ensure that each instructor within a district is provided with the opportunity to instruct. Assignment of more than two instructors to a course requires prior approval of the SDI. ADIs may assign themselves to a referee Grade 8 course only with the prior approval of the SDI.

b) Instructor Grade 7

- Entry-level grade 7 instructors may only be assigned to entry-level referee Grade 8 courses as an associate instructor under the guidance of a lead instructor. When the ADI determines they have gained sufficient experience, a recommendation for assignment consideration as a lead or co-lead instructor must be made and approved by the SDI.
- Grade 7 lead or co-lead instructors may be assigned to all entry-level referee Grade 8 courses.

c) State Instructor Grade 5

- May be assigned as a lead instructor by the ADI to entry-level referee Grade 8 courses or by the SDI to intermediate or advanced referee training courses offered by the instruction program.
- May be assigned by the SDI as a lead instructor to advanced referee or specialized courses offered by the instruction program not requiring a National Instructor.
- May be assigned by the SDI as co-instructor on courses requiring a National Instructor.

d) National Instructor Grade 3

- May agree to accept assignments for any course offered by the instruction program.



e) Assignment and Acceptance Procedures

- All instructor assignments are made via the LeagueGM system. Notices sent regarding assignments have a stated time limit for acceptance or declination. Failure to accept or decline results in a system generated Auto-Decline and your assignment is cancelled and no reimbursement may be possible.
- Assignments once accepted become a commitment by the instructor. The respective ADI or the SDI should be notified immediately whenever an instructor is unable to fulfill their accepted assignment. Failure to show up for accepted assignments may result in disciplinary action by the SDI.

4. Fees and Reimbursement Structure

a) Course Fees

- Course fees are promulgated on the LeagueGM website when a course is posted. Unless approved in advance, payment for the prescribed minimum of number of students is required prior to posting as indicated in paragraph 2 c. above. All payments for individual students are required prior to the closing date for course registrations.

b) Instructor Reimbursement

- Whenever an entry level Grade 7 instructor and a lead instructor are assigned to conduct a Grade 8 referee course, the lead instructor may be reimbursed for the full 10 hours and the entry-level Grade 7 instructor may be reimbursed actual podium hours not exceeding 5 hours. Instructor podium hours must be reported in the LeagueGM System. An exception occurs when the instructor is also a District Referee Administrator (DRA) who receives compensation as an administrator. A DRA assigned to the course as the lead instructor may be reimbursed for the full 10 hours. DRAs qualified to be lead instructors whose assignment to the course as an associate instructor has been approved are limited to a maximum reimbursement of 3 hours.
- If co-lead instructors are assigned to conduct a referee Grade 8 course, the 10 total course hours are divided between each co-lead instructor based on their individual reported podium hours as reported in the LeagueGM System.
- Intermediate/Advanced referee courses and specialized courses will be reimbursed as per published instruction program rates for the appointed instructor's grade. Podium hours are still required to be reported in the LeagueGM System.



c) Instructor Expense Reimbursement Request Forms (procedure to be modified to require using LeagueGM in the near future)

- Within one week after course completion, each instructor assigned must report podium hours and complete and submit electronically a current FSR Expense Reimbursement form. If applicable, scanned copies of original receipts should also be submitted. The electronic reimbursement form and the scanned receipts file are to be sent to the SDI's e-mail address as attachments. Receipts for expenses greater than 30 days old **WILL NOT** be accepted.
- If an instructor is also acting as the course administrator (i.e. DRA), they may include appropriate administrator fees on the electronic expense reimbursement form along with instructor fees. The combined request will be forwarded to the SDI for review and approval prior to forwarding to the SRA.
- The FSR Expense Reimbursement form must include:
 - Properly completed requested information (e.g., name, address, total claimed, submission date, e-mail address, etc.).
 - Additionally, in the "Instructor Expenses" section: the host club, assignor, proper course number, the respective instructor assignment reimbursement amount, number of podium hours and your function (e.g., Lead or Associate) are to be included.
 - In the "Travel Expenses" section include origin and destination of travel, dates, purpose, parking, tolls, etc. (NOTE: pre-approval for mileage exceeding 50 miles one way, as well as other non-instructional expenses is required).
- Other non-instructional course expenses (e.g., one way mileage that will exceed 50 miles, airfare, lodging, parking, tolls, supplies, printing, etc.) require the prior approval of the SDI prior to the first class session. Receipts are required for any claimed expense other than per diem or mileage.
- The SDI will review the electronically submitted documentation for propriety (e.g., appropriate reimbursement amounts, total podium hours not exceeded, request for additional expenses like mileage exceeding the 50 mile one way limit were properly pre-approved, etc.).



- If documentation is in order, the SDI will forward on to SRA for payment processing.

5. Course Administrative Responsibilities

a) Course Curriculum

- Each course offered by the instruction program will have a prescribed curriculum or agenda approved by the SDI. Suggestions for topics to be included in a particular course are welcomed from the SDA, SD Assignors, ARAs, ADIs, or ADAs. Once developed and published, only the published materials are to be used without the prior approval of the SDI.

b) Course Equipment

- Computing and projection equipment to be used in training courses will be in the custody of DRAs or Area Referee Administrators (ARAs). The respective administrator will bring the equipment to the training course for use by the assigned instructor. Upon completion of the course, the instructor will return the equipment to the custody of the administrator.

6. Area Director of Instruction

a) ADI Selection and Appointment

- The SDI appoints ADIs based on an applicant's individual background and experience as a referee and an instructor and proven or potential capability as an administrator.

b) ADI's Duties

- Be responsible for the success of the Instruction Program in their assigned area of the State of Florida.
- Assign instructors (in accordance with the assignment policies) within seven days after a course has been published on the LeagueGM System and corresponding e-mail notification has been sent to the ADI.
- Distribute training materials approved by the SDI to instructors in their Area.
- Communicate regularly with instructors residing in their Area.
- When requested by the SDI, provide names of area instructors for consideration as attendees at State instructor training courses.



- Make recommendations to the SDI annually in January regarding topics for intermediate or advanced referee training for the coming year.
- Coordinate adjustments to requested course dates to accommodate instructor availability.
- Identify and recruit viable candidates for Entry - Level Instructor to meet shortfalls in Districts within their Area.
- Maintain a current listing of training sites as potential locations for courses in key cities within their Area.

7. Registered Instructors

a) Registered Instructor's Duties

- Present a professional appearance at all times. Normally, a Florida or USSF logo polo shirt and slacks (when applicable warm up pants) and shoes with socks are appropriate when making presentations. Remember you are the first impression of our instruction program to potential referees or other advance or specialized course attendees.
- Use only USSF or Florida Instruction Program approved materials.
- Keep the ADI advised regarding their availability to instruct via LeagueGM website on a monthly basis.
- Establish contact with the appropriate course administrator prior to the beginning of a course to discuss the facilities, number of students, or any other support required.
- Discuss with students the ten most missed exam questions in all entry- level referee Grade 8 courses.
- Make reasonable accommodations for students with special needs if notified in advance of the student's needs. Contact the ADI or SDI for assistance as needed.
- Keep current on the Laws of the Game, Interpretations on the Laws of the Game, USSF Position Papers, and periodic communications from either USSF or FLSRC related to instructional matters.
- Notify the ADI or SDI immediately if you must be excused from a previously accepted course assignment.



- Become familiar with the operation of computers and projectors capable of making PowerPoint presentations
- b) Recertification of Instructors - USSF establishes the minimum criteria for the recertification of Instructors. The USSF individually advises National Instructors the procedures for their recertification. Florida Soccer SRC Inc. establishes the requirements for the recertification of all other instructors registered through the State of Florida. The criteria for recertification established by Florida Soccer SRC Inc. are as follows:
- All instructors must complete an annual recertification course and pass the required test on the Laws of the Game.
 - As assigned by the SDI, Grade 5 State Instructors or Grade 3 National Instructors may review another instructor using the USSF Instructor Evaluation Form (see Table 1). The completed form will be submitted to the SDI for review and appropriate action.



Table 1

U.S. Soccer Federation Referee Program Instructor Evaluation Form		
Info		
Name		
Presentation #		
Topic		
Audience		
Lead Instructor		
Overall Score		
Scores		
Platform Skills		
Engagement		
Audience		
Content		
Environment		
Instructional Phases		
When scoring, use whole numbers 1-5 only. 5 - Excellent, 3 - Acceptable, 1 - Unsatisfactory		
Comments		
Platform Skills		
Engagement		
Audience		
Content		
Environment		
Instructional Phases		
Provide comments in support of scores. Focus on positive points and areas in need of improvement		