



FSR POLICIES FOR ASSESSORS

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Florida State Referees, Inc. (FSR) supports the United States Soccer Federation's National Referee Development Program in its vision to become the pre-eminent 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.

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TABLE OF CONTENTS

<u>PARAGRAPH</u>	<u>SUBJECT</u>	<u>PAGE</u>
1.	Area Director of Assessments (ADA)-----	3
2.	Assessment Requirements, Recertification and Upgrade--	3
3.	Availability-----	4
4.	Assessment Scheduling-----	4
5.	Forms and Processing-----	6
6.	Assessment Content-----	6
7.	Assessment Use -----	6
8.	Assessment Limitations -----	7
9.	Fees-----	8
10.	Travel-----	8
11.	Per Diem-----	9
12.	Tournaments and Tournament Assessor Coordinator (TAC)	9
13.	TAC Responsibilities-----	9
14.	Tournament Assessors-----	11
15.	Discipline-----	11
16.	Exceptions to The Policy-----	12
17.	National Assessor Assignments-----	12

1. AREA DIRECTOR OF ASSESSMENTS. (ADA)

- a. The ADAs receive their guidance from the SDA.
- b. Assessors receive their assignments from the SRA, SDA, ADA or their representatives. This must be coordinated with the ARA/DRAs and referee assignors.
- c. 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.
- d. Whenever possible, assessors should not be assigned to assess a referee that s/he 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.
- e. 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.
- f. 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

- a. **Referee Assessor (grade 7):** 26 years of age, attained referee grade of 7, and SDA approval Annual recertification. requires 2 full assessments in the previous year, attend a recertification class, and pass a written test. Annual registration fee and examination required. Can assess Referee Grades 7 & 8.
- b. **State Assessor (grade 5):** Successful completion of State Level Assessor Course, attained referee grade 6 and accomplished 30 full assessments. Annual recertification requires 2 assessments at adult amateur level during the previous registration year, attend a recertification class, and pass a written test. Can assess Referee Grades 8 through 6.
- c. **National Assessor (grade 3):** Appointed by invitation of US Soccer. Can assess all referee grades.

- d. Training and additional requirements for all grades will be as directed by the SDA.
- e. Requests for upgrade must be submitted to the ADA , approved by the SDA, and must be accompanied by the appropriate fee
- f. The registration year is from Sept. 1st to Aug 31st. days for grade 7 and below, 90 days for State.
- g. 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

Assessors are expected to reserve one weekend per month for assessments.

Assessors who are also active referees may not 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

- a. All referees must request their assessments as noted below.
- b. Unless directed to do so by the ADA or SDA, officials will not directly contact an assessor in an attempt to schedule and assessment. When an official wishes to be informally evaluated, the assessment will not count and the fees are negotiated between the referee and the assessor.
- c. **Scheduling Timeline and Requirements**
 - a. Referee requests appropriate level game from their assignor
 - b. Assignor assigns appropriate level game and notifies the referee
 - c. Referee notifies the ARA and requests approval of the assessment game at least 7 days prior to the game
 - d. ARA, if game will be approved, it must be approved at least 7 days prior to game and ARA must post to FSR1180 website
 - e. ADA assigns assessor
 - f. ASSESSOR assesses game, provides feedback and enters assessment on the FSR1180 website
 - g. REFEREE receives further feedback via accessing the FSR1180 website
 - h. ADMIN reviews assessment results and uploads the assessment to USSoccer

Exception:

Game(s) and assessment(s) that a referee requests that are already posted on the US Soccer GameOfficials (Pro Site) will not be duplicated and posted on the FSR Gameofficials (FSR1180) site.

The ADA will notify the SDA of the assessor assignment that will then be posted on US Soccer GameOfficials by the LAC.

Out of State Referee Assessments

Grade 6 and lower grade referees who are from out-of-state and wish to be assessed in Florida must have their SDA or SRA approval sent via email to the Florida SDA prior to scheduling the assessment. The approval email must indicate the type of assessment required. The requesting referee must supply a current USSF ID number, full name, DOB, and email to the ADA. The assessment fee is the responsibility of the requesting referee. When approved, the assessment results will be filed on the FSR 1180 site and uploaded to the US Soccer site.

NOTE:

It is the responsibility of all requesting referees 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 for partial recovery of expenses as currently specified by FSR.

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

5. FORMS AND PROCESSING

- a. All forms are required to be completed electronically on-line and forwarded within 7 days (48 hours preferred) using the GameOfficials FSR 1180 website This policy will be strictly enforced. Failure to comply may result in disciplinary action to the assessor. The assessments will be uploaded to the US Soccer GameOfficials website on the 15th of each month.
- b. In every case, the referee must declare the intended use of the assessment (maintenance, upgrade, or portfolio) when the assessment is requested. This must be entered on the electronic assessment form.
- c. 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

- a. Assessments are confidential and may only be provided to others by the SRA or SDA on a need-to-know basis according to US Soccer and FSR Policy.
- b. 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 US Soccer, 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.
- c. The scores must match comments.
- d. Recommendations and grading must meet US Soccer guidelines.
- e. 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 and the game score must be clearly indicated on the form.

7. ASSESSMENT USE

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

8. ASSESSMENT LIMITATIONS

- a. A declared maintenance assessment cannot subsequently be used for upgrade.
- b. An upgrade assessment cannot be used for maintenance.
- c. For any officials who did not request the assessment, enter "Audit" or "Developmental" on the FSR 1180 assessment form.
- d. Club linesman or currently unregistered referees cannot be used in matches for assessment.
- e. A referee may use only 1 assessment per day. 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.
- f. College, high school, and games in which an unaffiliated team participates cannot be used for FSR or US Soccer assessments.
- g. 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.
- h. Maintenance assessments must occur within the current calendar year (Jan 1st to Dec 31st) for the year's eligibility.
- i. 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.
- j. 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.
- k. Assessors should not be assigned to do back-to-back games.
- l. All games used for maintenance or upgrade must be 90 minutes in length. All games must be accomplished within Florida unless pre-approved by the SRA or SDA.
- m. "Portfolio" assessments are not eligible to be used as either upgrade or maintenance assessments and should be categorized as "Developmental" on the assessment form.

9. FEES

Assessors appointed by the National Director of Assessments, Professional Referee Organization, or delegate.

Assessor fees are established and paid for by the requesting organization

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

- a. Unless otherwise specified by the SRA, the assessor fee will be the central referee's game fee.
- b. The assessor fee will be paid by the requesting official.
- c. 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) and may be divided and paid by each of the requesting officials. Limits may be specified by FSR.
- d. An official who has not contributed to the assessment fee may not use the assessment for maintenance or upgrade and will be listed as "Developmental" on the form.
- e. 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

- a. All assessor appointments or assignments necessitating round trip travel of 100 miles or more require prior written approval of the SRA.
- b. Under FSR policy, round trip mileage is reimbursable only in excess of the first 100 miles.
- c. 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 zip code to city zip code, not portal to portal, using commercial tools such as MapQuest.
- d. Assessors will only be reimbursed for one round trip per appointment.
- e. 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.
- f. 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.

- g. There is no FSR mileage reimbursement for attending training clinics, recertification classes, or seminars.

11. PER DIEM

FSR paid per diem is only applicable when approved in advance by the SRA.

All expense reimbursement reports must be electronically submitted to the SDA within 30 days of the event using the FSR standard Microsoft Word reimbursement form .

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

When a tournament requests assessors, the SDA will:

- a. Assign a TAC. Administrative and assigning skills are essential. Being a registered instructor with mentoring ability is a plus.
- b. 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

- a. Interface with the tournament committee and its referee assignor to define objectives, responsibilities, Rules of Competition, etc.
- b. Every attempt should be made to meet the tournament requirements. Discussions should include:
 - a. Identify the committee person that assessors will contact for housing and transportation to game fields, if required.
 - b. Arrange for facilities for pre-tournament and subsequent assessor meetings.
 - c. Determine if the tournament wants on-going feedback on each referee's capabilities to assist them in assigning any and/or all games

- d. Determine if the tournament wants incidental feedback of teams, coaches, fan behavior, facilities, etc.
- c. 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:
 - a. The name and contact information of the committee person that assessors are to contact for housing and local transportation.
 - b. Tournament dates and game times.
 - c. Maps and/or direction of housing, meetings, fields.
 - d. Date, time and location of the pre-tournament meeting.
- d. Download or order a supply of any forms from FSR at least 2 weeks in advance, if required.
- e. 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.
- f. Obtain and maintain an updated schedule.
- g. Obtain a list of referees who have requested assessments and give their request a priority when possible.
- h. Develop an assessor assignment schedule following the guidelines in other sections of this policy (i.e. Assessor grades vs. referee grades).
- i. Avoid multiple assessments by the same assessor of the same referee when possible.
- j. 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:
 - a. Distribution of assignment schedule and forms.
 - b. Stress complete, accurate and timely assessment paperwork.
 - c. Define documentation flow and collection.
 - d. Provide normal and emergency contact information.
 - e. Define assessor attire, equipment, arrival times, etc.
 - f. Compile hotel and emergency contact information for each assessor.
 - g. 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.
 - h. Alert the assessors that a competent assessor, either of senior or junior rank, may be assigned to attend their assessment and debrief.
- k. At the completion of the tournament:
 - a. 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.

- b. 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, if required.
 - c. The TAC's report and its attachments will be mailed to the SDA not later than 7 days after the completion of the tournament.
- I. TAC fees:
- a. The SRA will determine the per diem appropriate for the tournament.
 - b. 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.
 - c. Reimbursements depend on prompt receipt of required report and assessments.

14. TOURNAMENT ASSESSORS

- a. Assessors are expected to attend all pre-tournament and subsequent meetings with the TAC and be available for assignments throughout the tournament, including the last game.
- b. Assessor assignments will be made using the FSR 1180 website and the assessments will be entered on the FSR website electronically.
- c. Non-electronic assessment forms may be used for quick feedback only and must be given to the TAC by the end of the day.
- d. Reimbursements will be delayed for assessments not submitted to the TAC. See appropriate paragraphs above.

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

- a. 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.
- b. Exceptions may apply if National Assessors are assigned by and paid by US Soccer and/or FSR.
- c. 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.

17. NATIONAL ASSESSOR ASSIGNMENT POLICY

- a. The following policy is effective immediately for the assignment of National Assessors in Florida that are not otherwise assigned by US Soccer, PRO, or their delegate.
- b. The SDA will assign National Assessors as noted below.
- c. Per standard US Soccer policy, the referees may not solicit particular assessors nor can the assessors assign themselves.
- d. This policy applies to all Florida National Referees, National Candidates, and Grade 6 referees requesting National Assessors.
- e. An ADA may assign National Assessors to Grade 6 to 8 referees using the FSR system as indicated in Par.4 of this document.

Matches assigned by US Soccer or PRO:

Assessor assigned by US soccer or PRO

- a. The assessor will need to accept or decline within the standard 24 hour window.
- b. The assessment is to be entered on the US Soccer GameOfficials Pro website when completed.

Assessors NOT assigned by US Soccer or PRO

- a. The SDA will assign a national assessor to the match if requested.
- b. The LAC will enter the assessor on the Pro website.
- c. The assessment is to be entered on the US Soccer Pro website when completed.

Other Matches :

A request for assessment is to be emailed by the official to the SDA including the details of the match a *minimum* of 7 days prior to the match.

- a. The SDA will select and assign an available National Assessor.
- b. The assessor will need to accept or decline within the standard 24 hour window.
- c. The assessment will be entered on the US Soccer Pro website as an “Out-of-System” assessment or on the FSR 1180 system and uploaded to US Soccer as required.

Assessor Fees:

- a. For those matches assigned by US Soccer, the published US Soccer assessor fees apply.
- b. In those cases where the assessor fees are NOT paid by US soccer, such as PDL, the assessor fee for the match will be determined by FSR when any National Referee, AR, or Candidate has requested an assessment. The fees are applicable to all developmental, maintenance, and upgrade matches.
- c. If more than one official requires an assessment, the fee is the same, divided as the officials may wish.

Travel :

- a. The requesting official(s) is (are) responsible for all assessor travel costs over 100 miles roundtrip as before. The current standard US Soccer “*Mileage Reimbursement Rates for Assessments*” is to be used.