



AYSO Section 1 Advanced Referee Instructor Evaluation Policy and Procedures



Last Update: 31 July 2017

The Section 1 referee staff is committed to provide a high quality instructional program in order to help develop and train referees. To maintain consistency at the highest levels of instruction within the section, the following policies and procedures will be utilized for all upgrades to the Advance Referee Instructor level. Deviations to these procedures may be allowed with prior written approval from either the Section Director of Referee Instruction or the Section Referee Administrator.

All candidates applying for an Advance Referee Instructor evaluation must:

- Be a currently registered AYSO volunteer (current year or immediately prior year) as reflected in eAYSO.
- Have a minimum of one year experience (time in grade) as a Referee Instructor before their evaluation will be authorized
- Have completed the Advanced Referee Instructor course and written examination prior to requesting an evaluation

Before requesting an Advance Referee Instructor evaluation, it is recommended that the Area and/or Region referee staffs provide the instructor candidate with one or more mentors to act as a master teacher. All candidates should have led multiple courses at any of the entry level referee and the Intermediate Course. The candidate should teach multiple times in an Advance Referee course prior to seeking an evaluation.

The Section 1 Advanced Referee Instructor evaluation process is outlined in the five steps below. Each referee instructor desiring evaluation as an Advanced Referee Instructor candidate must follow the steps as outlined.

Step 1: Advance Referee Instructor candidates must contact their Area Director of Referee Instruction (ADRI) to arrange a course to teach for the purpose of evaluation. The module taught must be a (minimum) one-hour presentation from the Advanced Referee Course.

Step 2: Upon receiving the candidate's request for an evaluation, the ADRI shall make timely contact with the candidate's Regional Referee Administrator or Regional Director of Instruction to determine if the candidate is ready for evaluation as an Advanced Referee Instructor. This item may be waived if the ADRI has personal knowledge of this fact. No one will refuse to schedule or indefinitely delay an evaluation when the evaluation is requested.

The ADRI shall then contact and assign a qualified, AYSO certified Referee Instructor Evaluator to one of the available courses. The Evaluator must be on the list of Section 1 approved Referee Instructor Evaluators and must be outside the candidate's home area unless authorized by the SDI or SRA prior to the evaluation. If the Evaluator is from another Section, the Evaluator's SDI must be contacted to verify the Evaluator's credentials. The individual Evaluator will decide whether one or two evaluations may be done during a particular course; no more than two on the same day in the same course is recommended.

NOTE: The Evaluator must also be an Advanced Referee Instructor.

Step 3: The ADRI must contact the SDI (Sandy Wright at sandy4wright@gmail.com) to gain approval for the intended evaluation. The SDI will confirm that the module is appropriate for the evaluations and that the evaluator is from outside the candidate's Area and is on the list of certified Referee Instructor Evaluators for Advanced Referee Instructor evaluations. This approval must be obtained before the evaluation takes place.

Step 4: The ADRI shall provide the candidate with the Evaluator's contact information and the candidate must contact the Evaluator directly to confirm the arrangements.

- If the candidate cannot keep the commitment as scheduled, he/she must contact the ADRI and the Evaluator immediately.
- If the Evaluator cannot keep the commitment as scheduled, he/she must contact the ADRI immediately so that an alternate Evaluator can be found. In this case, Step 3 must be repeated.
- If the Evaluation is rescheduled or cancelled, the ADRI must inform the SDI of the change.

Step 5: After the candidate has completed all of the requirements for upgrade, the candidate should follow one of the following procedures:

Option #1 - (Recommended) Scan a copy of the completed application and e-mail it to the SDI at sandy4wright@gmail.com or

Option #2 - Make a copy of the completed application and send the original to the SDI (Sandy Wright, 12749 Arena Dr., Etiwanda CA 91739).

Step 6: The SDI will verify the application and forward it to the AYSO National Office.

APPROVED:



Rick Roberts
Section Referee Administrator – Section 1