



## **FL SOCCER SRC INC POLICIES FOR REFEREE MENTOR, REFEREE COACH AND NATIONAL REFEREE COACH**

(REVISED 14, July 2020)

**FL SOCCER SRC INC, referred to as “FLSRC”, supports the Referee Coach Pathway of US Soccer Referee Program in its vision to become the pre-eminent worldwide model for referee excellence. In that respect, FLSRC presents this revised Referee Mentor, Referee Coach and National Referee Coach Assessment Policy (The Policy), to promote and ensure excellence at all levels of the game.**

**FLSRC 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, Referee Mentor, Referee Coach and National Referee Coach whose purpose is to ensure the progress of the game in terms of quality through achieving excellence in guidance and development.**

**FLSRC Inc. POLICY FOR REFEREE MENTOR, REFEREE COACH AND  
NATIONAL REFEREE COACH**

**TABLE OF CONTENTS**

<u>SUBJECT</u>	<u>PAGE</u>
SafeSport Trained, Safe Soccer Training, and Background Check	3
Recertification and Upgrade Requirements	3
Availability	3
Assessment Scheduling	4
Out of State Referee Assessments	5
Forms and Processing	5
Assessment Content	5
Discipline	5
Assessment Limitations	6
Coach Fees	6
Travel	7
Game Cancellation Fee	7
Invoicing	7
Tournament Fees	8
Tournament Travel	9
National Referee Coach Assignment Policy	9
National Referee Coach Assignment Other Matches	10

## **SafeSport Trained, Safe Soccer Training and Florida Background Check**

You must complete the SafeSport training and Safe Soccer training at <https://www.usoccer.com/referees>. You must do a background check at <https://home.gotsoccer.com>. Your SafeSport Certificate and GotSoccer RM Certificate must be individually saved into a PDF or JPG file and uploaded into the FLSRC OMS system. Without these certificates you will not be certified with FLSRC and US Soccer

### **Recertification and Upgrade Requirements**

#### **Referee Mentor:**

To become a Referee Mentor, Please, go to the FLSRC web page at [FLSRC.org](http://FLSRC.org)  
[2021 Referee Coach Requirements](#)

**Annual recertification:** [2021 Referee Coach Requirements](#) and FLSRC requires 2 FTE's in the previous year and attendance at one (1) of the sponsored FYSA Competitions or FSSA event invited by the SDA, pass online test (80% or Higher) and attend in-service training as determined by the State Referee Administrator (SRA). Can Mentor Grassroot referees and Instruct at FTE events.

#### **Referee Coach:**

To become a Referee Coach, Please, go to the FLSRC web page at [FLSRC.org](http://FLSRC.org)  
[2021 Referee Coach Requirements](#)

**Annual recertification:** [2021 Referee Coach Requirements](#) and FLSRC requires In-service training as determined by the State Referee Administrator (SRA). 3 full assessments and 2 FTE's in the previous year or attendance at one (1) of the sponsored FYSA Competitions or FSSA events invited by the SDA, and teach at 2 FTE's, pass the referee test (80% or Higher).

#### **National Referee Coach:**

To become a National Referee Coach, Please, go to the FLSRC web page at [FLSRC.org](http://FLSRC.org)  
[2021 Referee Coach Requirements](#)

**Annual recertification:** [2021 Referee Coach Requirements](#)

Appointed annually by US Soccer. Can assess all referee grades.

#### **All Mentor Coaches and Referee Coaches.**

Training and additional requirements for all grades will be as directed by the State Director of Assessments (SDA).

Certification is from January 1 to December 31. Recertification starts in July of each year and ends in December. FLSRC Officials Management System

### **AVAILABILITY**

Grassroot Mentor, Referee Coach and National Referee Coaches are expected to reserve one weekend per month for assessments.

Referee Mentor, Referee Coach and National Referee Coaches who are also active referees may not Coach, Assess and/or Referee at the same event or tournament. This restriction also applies to same day – same field for league and non-tournament events.

## **ASSESSMENT SCHEDULING**

Unless directed to do so by the State Referee Administrator (SRA) or State Director of Assessments (SDA), officials will not directly contact any Coach in an attempt to schedule and assessment.

In cases of possible conflict of interest regarding the assignment of a particular Coach to a match, the referee may call or email outlining the problem to the State Director of Assessments (SDA) for determination prior to the match. In no case does the referee have approval rights in the Coach assignment.

When an official request to be informally evaluated, the assessment will not count, and any fees are to be negotiated between the referee and the Coach.

All referees must request their assessments as noted below:

- **REFEREE:** Requests appropriate level game from his/her certified assignor.
  1. See requirements posted at [FLSRC.org](http://FLSRC.org) for your Referee Grade
  2. Reference Assessment Limitations on page 6 of this policy
- **ASSIGNOR:** Assigns appropriate game level
- **REFEREE:** Follows Referee Request Assessment information located at [FLSRC.org](http://FLSRC.org)
- **ARA:** Will receive an email from FLSRC Officials Management System (OMS) with details of the pre-paid assessment. ARA will notify coaches in their area of request and assign available coach in [FLSRC Officials Management System](http://FLSRC Officials Management System) (OMS).
- **COACH:** Must obtain the following information from the crew before game starts
  1. • Game Date
  2. • Game Time (all times are local time)
  3. • Gender
  4. • Game Age / Level
  5. • Location (Venue/Field)
  6. • City
  7. • Home Team
  8. • Away Team
  9. • League/Competition
  10. **Very Important:** First and Last name of each official on the game.
  11. Assignor Name

Coaches will not be paid on the field.

See **Coach Fess** and instructions on following pages for payment.

All game assessments will be entered at [USsoccer.gameofficials.net](http://USsoccer.gameofficials.net).

Coach must have game number assigned at [USsoccer.gameofficials.net](http://USsoccer.gameofficials.net).

for payment invoicing and to complete the assessment screen in [FLSRC Officials Management System](http://FLSRC Officials Management System)

**Exception:** If game is already listed at [USsoccer.gameofficials.net](http://USsoccer.gameofficials.net)  
The ARA will notify the National Assignor (Michael Mekelberg) of the Coach assignment who will then assign the National Coach or Referee Coach at [US Soccer GameOfficials.net](http://US Soccer GameOfficials.net) website.

**NOTE:** FLSRC understands and does expect game day problems.

Any assessment that does not happen due to no Coach, teams no show, game canceled. The referee does not lose their money. It can be applied to another assessment. Referee must notify ARA before game day or day of the game within 2 hours of match, by phone call, text and/or email of the problem.

**Any assessment that the requesting Referee or AR, does not notify the coach and ARA of any changes and the coach is not notified within 2 hours of match and shows for the match, that Referee or AR will forfeit their money.**

**It is the referee's responsibility to notify the coach and ARA of any and all changes of the requested assessment AS SOON AS POSSIBLE.**

It is the Referees responsibility to know the rules of competition and understands the possibility of any game not reaching a full 90 minutes will not count for assessment and paid fee for assessment will not be reimbursed.

### **OUT of STATE REFEREE ASSESSMENTS**

Referees who are from out-of-state and wish to be assessed in Florida must have their State Referee Administrator (SRA) approval sent via email to the Florida State Referee Administrator (SRA) and State Director of Assessments (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, Date of Birth (DOB), and email to the State Director of Assessments (SDA) for entry into the appropriate website.

The assessment fee and travel compensation if required, is the responsibility of the requesting referee.

The requesting referee will be notified via email to download the assessment results which will be filed on the [USSoccer.gameofficials.net](http://USSoccer.gameofficials.net) website.

### **FORMS AND PROCESSING**

All forms are required to be completed electronically on-line and forwarded within 7 days (48 hours preferred) using the [USSoccer.gameofficials.net](http://USSoccer.gameofficials.net) website, unless otherwise specified.

This policy will be strictly enforced. Failure to comply will result in disciplinary action to the coach and no payment for the assessment. The National Coach and Referee Coach will be subject to discipline, fine and suspension for failure to comply.

Unless the assessment is completed on all assigned officials, regardless of who requested or paid for the assessment, the assessment will not be counted as valid for either the referee(s) or the Coach.

### **ASSESSMENT CONTENT**

Assessments are confidential and may only be provided to others by the State Referee Administrator (SRA) or State Director of Assessments (SDA) as/is according to US Soccer and FLSRC Policy.

Complete and accurate information is mandatory. Careful and particular attention should be given when recording name, game, grade, date, USSF ID of the assessed referees. The recommendation blocks must be completed. The level of the game and the game score must be clearly indicated on the form.

The informational hints provided on the full assessment should not be copied for the feedback to the official. The intent of these comments is to provide US Soccer, State Referee Administrator (SRA), State Director of Instructions (SDI) and State Director of Assessments (SDA) with information for future training, with a credible indicator of the referee's capability and potential for upgrade, and to provide a guide for future assignment.

**The scores must match comments.**

Recommendations and grading must meet US Soccer published guidelines.

## **DISCIPLINE**

If a Referee Mentor, Referee Coach or National Referee Coach is accused of misconduct, unethical conduct, misuse or abuse of authority, conflict of interest, etc., a written description of the alleged misconduct must be submitted to the State Director of Assessments (SDA) for investigation and the findings are sent to the State Referee Administrator (SRA)

## **ASSESSMENT LIMITATIONS**

A referee may use only one (1) assessment per day.

Club ARs or currently unregistered referees cannot be used in matches for assessment.

College, High School and games in which an unaffiliated team participates **cannot** be used for FLSRC or US Soccer assessments.

All assessments must be accomplished within Florida unless pre-approved by the State Referee Administrator (SRA) or State Director of Assessments (SDA).

All games used for Assessments must be 90 minutes in length U18 or higher depending on referee grade.

Assessments must occur within the current calendar year (1 JAN to 31 DEC).

Assessments must occur within 12 months of the date of first assessment.

Make up Assessments must be at the same, or higher, level as an unacceptable assessment.

Coaches should not be assigned to do back-to-back games due to the debriefs for referee crew.

## **COACH FEES**

### **Coaches appointed by the National Director of Assessments, Professional Referee Organization, or delegate**

Coaches fees are established and paid for by the requesting organization.

All National Referee Coaches, Referee Coach and Referee Mentors assigned by FLSRC will be paid by submitting an invoice in Viewpost after assessment or assessments are completed and posted at USsoccer.gameofficials.net. Contact the SDA for instructions on how to use USsoccer.gameofficials.net if needed or you are not listed as a Referee Coach or Referee Mentor.

**You must record the USsoccer gameofficials game number for your invoice.**

**All regular season assessments must be completed within 7 days after the assessment date.**

Any assessment not completed within 7 days after the assessment, the National Referee Coach or FLSRC Coach will not be paid for their service. The National Referee Coach or Referee Coach will be subject to discipline, fine and suspension for failure to comply.

Any invoice sent to Viewpost, past 30 days of the completed assessment (on time) will not be paid.

**Regular Season Game Fees**

Referee Coach Fee

Referee Coach fee is \$85.00 for Referee

National Referee Coach fees are set by US Soccer.

National Referee Coach fee is \$125.00 for one (1) referee or more on any game requesting assessment.

**Travel**

Referee Coach

Fee \$25.00

Must be preapproved by SRA and/or SDA by email for anything over 100 miles round trip Home Zip code to Field Zip code.

Fee \$25.00

National Referee Coach travel fee is \$25.00 anything between 0 miles and 100 miles round trip. Home Zip code to Field Zip code. Anything over the 100 miles will be between the National Referee Coach and Referee or Referees and will not be invoiced in Viewpost. *zip-code calculator*

**Game Cancellation Fee**

Fee \$25.00

All National Referee Coaches and Referee Coach game time game cancellation fee.

All National Referee Coaches and Referee Coaches who arrive at the site and the game does not get played will be paid a no game fee. Must be invoiced in *Viewpost* When *FLSRC Officials Management System* (OMS) requirements have been accomplished.

**INVOICING**

You must have a *Viewpost* Account. If you do not have an account contact Abrom Douglas Jr for information (abrom54@gmail.com)

*Viewpost* information for submitting assessment invoice.  
Regular Season Games

No Game Invoice Example

Item: Coach Fee      Description: (year) Assessment (date of assessment mm/dd/yyyy **No Game**)

Notes: USsoccer Game # \_\_\_\_\_

Referee: (First and Last name if requested and paid for assessment)

AR1: (First and Last name if requested and paid for assessment)

AR2: (First and Last name if requested and paid for assessment)

---

Regular Season Game Invoice Example

Item: Coach Fee      Description: (year) Assessment (date of assessment mm/dd/yyyy)

Item: Travel (if approved)      Description: (year) Assessment (date of assessment mm/dd/yyyy)

Notes: USsoccer Game # \_\_\_\_\_

Referee: (First and Last name if requested and paid for assessment)

AR1: (First and Last name if requested and paid for assessment)

AR2: (First and Last name if requested and paid for assessment)

The screenshot displays the Viewpost.com invoice creation interface. At the top, there are input fields for the invoice number (6182056), start date (1/2/2019), and end date (2/1/2019). Below these are fields for 'Customer' (with a search bar) and 'Terms' (set to 30 days). A button labeled 'Make this a recurring invoice. Setup' is present. The main area features a table with columns: Item, Description, Qty, Unit Price, Tax, and Total. Two empty rows are shown, each with a total of \$0.00. Below the table is an 'Add Line' button. A 'Notes' field is also visible. On the right sidebar, there are sections for 'Additional Fields' (with a toggle switch), 'PO #', 'Tax' (with a percentage input), and 'Shipping' (with a dollar amount input). At the bottom right of the sidebar are 'Save & Preview' and 'More' buttons. The footer contains navigation links (Viewpost.com, About, Terms, Privacy, Security, Contact, Support), copyright information (© 2019 Viewpost IP Holdings, LLC), and a 'Help' button.

### **Tournament Fees**

National Referee Coach, Referee Coach and Referee Mentor are expected to attend all pre-tournament and subsequent meetings and be available for assignments throughout the tournament, including the last game.

All National Coaches, Referee Coach, Referee Mentor will be paid by submitting an invoice in *Viewpost* after all assessments are completed and posted at [USsoccer.gameofficials.net](http://USsoccer.gameofficials.net)

**You must record the USsoccer gameofficials game numbers for your invoice.**

**All Tournament assessments must be completed within 14 days after the assessment date.**

Any tournament assessment not completed within 14 days after the assessment, the National Referee Coach or Referee Coach will not be paid for their service. The National Referee Coach, Referee Coach and Referee Mentor will be subject to discipline, fine and suspension for failure to comply.

National Referee Coach \$130.00 per day

Referee Coach \$105.00 per day

Referee Mentor \$85.00 per day



### **Tournament Travel**

State Referee Administrator (SRA) approved, round trip mileage is reimbursable only in excess of the first 100 miles. Mileage is measured from Home zip code to Field zip code, not portal to portal, using commercial tools such as *zip-code calculator*.

Coaches and Mentor will only be reimbursed for one round trip per tournament assignment.

Formula Example:

Home Zip code to Field Zip code = 100 miles, Round trip x 2 = 200 miles – 100 miles = 100 x .55 = \$55.00  
*zip-code calculator*

All rental cars must be preapproved by SRA or SDA. No mileage is paid when renting a car.

### **Tournament Invoice**

Rental Car, Gas and Toll receipts must be scanned and attached to the *Viewpost* Invoice for reimbursement.

Viewpost Invoice Example

Item: Coach Fee	Description: (year) (Tournament Name)
Item: Travel	Description: (year) (Tournament Name)
Item: Rental Car	Description: (year) (Tournament Name)
Item: Fuel	Description: (year) (Tournament Name)
Item: Tolls	Description: (year) (Tournament Name)

### **NATIONAL REFEREE COACH ASSIGNMENT POLICY**

The following policy is effective immediately for the assignment of National Referee Coaches in Florida that are not otherwise assigned by US Soccer, PRO, or their delegate.

The State Director of Assessments (SDA) will assign National Referee Coaches as noted below.

Per standard US Soccer policy, the referees may not solicit particular coaches nor can any coach assign themselves.

This policy applies to all Florida National Referees and Regional Referees requesting National Referee Coaches for assessments.

An ARA may assign National Referee Coaches to Grassroot and Regional Referee assessments.

National Referee or AR and Upgrades to National, by National Coach \$125 per game 3 assessments Must be by 3 different National Coaches.

National Referee all 3 assessments as Center

National AR all 3 assessments as AR if possible, should be AR1 unless both AR's are getting assessed.

### **Matches assigned by US Soccer or PRO**

Any National Coaches assigned by US Soccer or Pro to match, those fees are set by US Soccer and or Pro and are paid by those organizations out of State Control.

### **Coaches assigned by US soccer or PRO**

The Coach will need to accept or decline within their policy limits.

The assessment is to be entered on the [USsoccer.gameofficials.net](http://USsoccer.gameofficials.net) when completed or as they may otherwise specify.

### **Coaches NOT assigned by US Soccer or PRO**

The State Director of Assessments (SDA) will assign any available National Referee Coach to the match if requested.

The assessment is to be entered on the [USsoccer.GameOfficials.net](http://USsoccer.GameOfficials.net) when completed unless otherwise specified.

### **National Referee Coach Assignment 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.

The State Director of Assessments (SDA) will select and assign any available National Referee Coach

The Coach will need to accept or decline within the standard 24-hour window

The assessment will be entered on the [USsoccer.gameofficials.net](http://USsoccer.gameofficials.net) as an "Other" assessment.

### **Coach Fees**

For those matches assigned by US Soccer, the published US Soccer Coach fees apply.

In those cases where the coach fees are NOT paid by US soccer, such as PDL, the coach fee for the match will be current rate listed in *FLSRC Officials Management System* for the referee requesting the assessment.

### **Travel**

The requesting official(s) is (are) responsible for all coach travel costs over 100 miles roundtrip provided the coach and the referee have mutually agreed to such costs prior to the match. \$.55 cent a mile over 100 miles. (Example: Home Zip code to Field Zip code = 100 miles, Round trip = 200 – 100 x .55 = \$55.00). [zip-code calculator](#)

Written By:

A handwritten signature in black ink, appearing to read "Kenneth J. Miller". The signature is fluid and cursive, with the first name being the most prominent.

Kenneth J Miller,  
State Director Assessment (SDA)

Approved By:

Abrom Douglas, Jr.

Abrom Douglas, Jr.  
State Referee Administrator (SRA)

Rev 07.14.20