



# AYSO Section 1 Procedures for Documenting Referee Certification



*Last Update: 31 July 2023*

The Section 1 referee staff is committed to supporting our referees so that all players in Section 1 are provided with well-trained and experienced referees.

With the transition of AYSO to eTrainU, the procedures below will help maintain consistency and minimize Evaluator and Assessor time within the section. The following procedures will be utilized for all Referee certification activities beyond the Regional Referee level.

## **Procedure for the AYSO Application for Referee Certification**

With the transition of AYSO to eTrainU, the Section 1 Procedure for Completion of Observations and Assessments for Referee Upgrades is as follows:

Completion of Referee Courses for the upgrade to Intermediate, Advanced, or National Referee is to be recorded on a printed Application for Certification and provided to the candidate:

[Application for Intermediate Referee Certification](#)

[Application for Advanced Referee Certification](#)

[Application for National Referee Certification](#)

Observation and Assessment which result in Recommendation for Upgrade are to be recorded on the Application.

When all elements required for certification are complete, the candidate for the upgrade will sign the form and forward it as indicated on the form for verification:

For Intermediate and Advanced Referee certification, the form is to be submitted to the Area Referee Administrator or Area Director of Referee Assessment.

For National Referee certification, the form is to be submitted to the Section Referee Administrator or Section Director of Referee Assessment.

**UNDER NO CIRCUMSTANCE IS AN OBSERVER OR ASSESSOR TO USE AYSO TO RECORD THE OBSERVATION OR ASSESSMENT.**

---

## **Procedure for the AYSO Application for Instructor Certification**

With the transition of AYSO to eTrainU, the Section 1 Procedure for Completion of Evaluations for Referee Instructor Upgrades is as follows:

Completion of Referee Instructor Courses for the upgrade to Regional, Intermediate, or Advanced Referee Instructor is to be recorded on a printed Application for Certification and provided to the candidate:

[Application for Referee Instructor and Intermediate Referee Instructor Certification](#)

[Application for Advanced Referee Instructor Certification](#)

[Application for National Referee Instructor Certification](#)

Evaluations that result in a Recommendation for Upgrade are to be recorded on the Application.

When all elements required for certification are complete, the candidate for the upgrade will sign the form and forward it as indicated on the form for verification:

For Regional and Intermediate Referee Instructor certification, the form is to be submitted to the Area Referee Administrator or Area Director of Referee Assessment.

For Advanced and National Referee Instructor certification, the form is to be submitted to the Section Referee Administrator or Section Director of Referee Instruction.

**UNDER NO CIRCUMSTANCE IS AN EVALUATOR TO USE AYSOU TO RECORD THE OBSERVATION OR ASSESSMENT.**

---

## **Procedure for the AYSO Application for Referee Assessor Certification**

With the transition of AYSO to eTrainU, the Section 1 Procedure for Completion of Requirements for Referee Assessor Upgrades is as follows:

Completion of Referee Courses for the upgrade to Referee Assessor or National Referee Assessor is to be recorded on a printed Application for Certification and provided to the candidate:

[Application for Referee Assessor Certification](#)

[Application for National Referee Assessor Certification](#)

Practice Assessments that result in Recommendation for Upgrade are to be recorded on the Application.

When all elements required for certification are complete, the candidate for the upgrade will sign the form and forward it as indicated on the form for verification:

For Intermediate and Advanced Referee certification, the form is to be submitted to the Area Referee Administrator or Area Director of Referee Assessment.

For National Referee certification, the form is to be submitted to the Section Referee Administrator or Section Director of Referee Assessment.

**UNDER NO CIRCUMSTANCE IS AN OBSERVER OR ASSESSOR TO USE AYSOU TO RECORD THE OBSERVATION OR ASSESSMENT.**

---

Area and Section Referee staff will verify, sign the form, and forward it to the Section Referee Administrator to complete the upgrade.

The Section Referee Administrator will record the upgrade and, if applicable, mail the new badge and certificate to the candidate.

APPROVED:



---

Rick Roberts  
Section Referee Administrator – Section 1