

AYSO Section One

Referee Instructor Evaluator Certification Policy & Procedure

October 31, 2005

The Section One referee staff is committed to ensuring that referee instruction is professionally delivered in order to provide our referees with the knowledge they need to improve their officiating skills. Referee Instructor Evaluators are responsible for certifying referee instructors after determining that they have the proper knowledge and skills to lead effective classes. It is important that Section One's Referee Instructor Evaluators have a consistent approach to making this determination; therefore, the following policies and procedures are in effect.

Requirements

1. An Instructor Evaluator candidate must successfully conduct two practice evaluations of Referee Instructor candidates while at the same time being evaluated 'over-the-shoulder' by a certified Referee Instructor Evaluator. The Instructor Evaluator candidate must meet the following minimum requirements prior to being evaluated:
 - Is certified as a Referee Instructor or higher
 - Has successfully completed the Referee Instructor Evaluator course
2. The assigned Instructor Evaluator must meet the following minimum requirements:
 - Is not from the same Area as the Instructor Evaluator candidate (this requirement can be waived by the Section One Director of Referee Instruction)
 - Is not performing both the first and second observation for the Instructor Evaluator candidate (this requirement can be waived by the Section One Director of Referee Instruction)

Instructor Evaluator Assignment Procedure

Step 1: The Instructor Evaluator candidate must find an upcoming referee instruction course where an Instructor candidate will be available for evaluation. The Instructor candidate must agree to have an over-the-shoulder evaluation done for the Instructor Evaluator candidate in conjunction with the Instructor candidate's own evaluation. The Instructor candidate must also be teaching at the appropriate level for the certification he/she is seeking (e.g. must be teaching the Advanced Referee course or higher if seeking certification as an Advanced Instructor).

Note: There is no requirement that the Instructor Evaluator candidate conduct the practice evaluations on a particular level of instruction (e.g. Basic, Intermediate, Advanced modules).

Note: There is no requirement regarding the length of the module that the Instructor candidate is teaching during a practice evaluation.

Note: Instructor Evaluator candidates are cautioned that it may be difficult for an over-the-shoulder observer to judge the capabilities of the Instructor Evaluator candidate if the Instructor candidate is overtly unqualified. While not a requirement, it is recommended that an over-the-shoulder evaluation not be performed when the Instructor candidate has no previous experience teaching AYSO referee modules.

Step 2: Two to three weeks prior to the start of the course, the Referee Instructor Evaluator candidate must contact his/her Area Director of Referee Instruction (ADRI) to request an upgrade evaluation and provide the following information:

- Course name
- Course location, date(s) and time(s)
- Name of instructor candidate
- Intended certification level of instructor candidate (e.g. Instructor, Advanced Instructor)

Step 3: The ADRI must contact and assign a certified Referee Instructor Evaluator from the approved Section One list. If no Section One Instructor Evaluators are available, an Instructor Evaluator from

another AYSO section may be assigned with the prior approval of both that section's Director of Referee Instruction (SDRI) and the Section One SDRI.

Step 4: The ADRI must contact the Section One SDRI (Jerry Anderson, lawfive@pacbell.net) or Assistant SDRI (John Harbicht, harbicht.johnabby@verizon.net) to get an approval for the intended observation.

Step 5: After receiving approval, the ADRI must provide the assigned Instructor Evaluator's contact information to the Instructor Evaluator candidate.

Step 6: The Instructor Evaluator candidate must contact the assigned Instructor Evaluator to confirm the arrangements.

- If the Instructor Evaluator candidate cannot keep the commitment as scheduled, he/she must contact the ADRI and the assigned Instructor Evaluator immediately.
- If the assigned Instructor Evaluator cannot keep the commitment as scheduled, he/she must contact the ADRI immediately so that an alternate Instructor Evaluator can be found and approved by the SDRI or Assistant SDRI

Step 7: Once the Instructor Evaluator candidate has completed all the requirements for certification, he/she should make a copy of the completed application and send the original to the SDRI (Jerry Anderson, 1897 Litter Lane, Corona, CA, 92883) for approval, signature, and submission to the AYSO National Support and Training Center.

Guidance for Instructor Evaluator Observations

1. The assigned Instructor Evaluator and the Instructor Evaluator candidate will both observe the Instructor candidate. The Evaluator is cautioned not to give the Evaluator candidate any indication as to whether the Instructor candidate should pass. The Evaluator and the Evaluator candidate should come to independent conclusions.
2. The assigned Instructor Evaluator has the ultimate authority to determine whether the Instructor candidate should pass or be recommended another observation.
3. After the evaluation is complete, the Evaluator and the Evaluator candidate should briefly compare notes and observations. If they are in agreement as to whether the Instructor candidate should pass, then the Evaluator candidate should debrief the instructor candidate. If they are not in agreement, then the assigned Instructor Evaluator should debrief the instructor candidate.

APPROVED: _____
Jim Miholick
Section One Referee Administrator