



# **SSOA Referee Development Process**

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## **Section 1**

### **SSOA MENTORING PROGRAM**

**Purpose:** It is the intent of the SSOA Executive Board to provide the new SSOA official with a “personal support system” to ease their transition into the ranks of high school soccer officiating. By making their early officiating experiences positive ones, it is hoped the new official will enjoy a lengthy and successful high school officiating career.

**Objectives:**

- To provide individual “one on one” support for the new official
- To allow the new official the opportunity to interface personally with a seasoned official in a non-threatening environment
- To permit the new official the chance to ask questions/rules interpretations/field mechanics/and any other issues they feel needs clarification
- To give the seasoned official the opportunity to pass on their knowledge and learn from the experience

**Mentees:** For the purpose of this program, mentee’s will be limited to those individuals in the current cadet class and one season beyond.

**Mentors:** Individuals volunteering to be Mentors will be selected using the following criteria.

- Five or more years of SSOA officiating experience
- A desire to help others
- A desire to learn from others

- Willingness to be available to assist the new official
- Willingness to work on the field with the new official

### **Expectations:**

- Ideally, Mentors will have only one Mentee (In no case will a Mentor have more than two new Mentees in the same year.
- Unless mutually agreed, the Mentor/Mentee relationship will last for two full seasons
- During the first season, the Mentor will, at a minimum, observe or work with the Mentee three times during the season
- The Mentor will provide informal feedback to the Mentee stressing his/her strong points and areas needing to be worked on
- During the first season, the Mentee will, at a minimum, observe the Mentor working at the varsity level
- The Mentor will be available to the Mentee by phone or computer throughout the full program
- During the first season, the Mentor/Mentee must communicate personally at least once every two weeks during the season
- At the end of the second season, the Mentor will provide an **informal review** of the potential of the Mentee to become a competent High School Soccer Official.

### **Responsibilities of Mentor**

- Contact your cadet and arrange to meet or, at least, phone them and introduce yourself in some way.
- Confirm they have taken the concussion course.
- Have them sign the agreement.
- Have the assignor try to assign three games with your cadet
- Provide an informal review of the potential of the Mentee at end of second season, and submit it to program administrator (Dan Hudson 732-389-2942 djhref@verizon.net)

**Conclusion:** The SSOA Executive Board realizes the need to recruit and retain the new soccer official. This program is therefore intended to aid the new official in gaining a positive experience in high school soccer officiating. Likewise, the seasoned official will have the opportunity to leave a lasting legacy by assisting the new official with “tips” and insights gained through real world “on the field” experience.

**Emilio Portelli, Director of Training and Development**

**Dan Hudson, Program Administrator**

**May 2, 2014**

## **Section2**

# **Evaluation/Assessment Process**

## **Mission Statement**

The **goals** of the Evaluation and Assessment **Process** are:

1. **To** help assure the association **provides** competent referees for all levels of games serviced by the association.
2. To further develop and challenge each individual referee to improve his/her ability and the knowledge of the rules of the game of Soccer.

## **Objective**

The Evaluation and Assessment Committee is responsible for developing an evaluation/ assessment plan and identifying individuals who will assist in the assessment of SSOA members.

## **Definitions**

1. Candidate Members: SSOA members having four (4) or more years of continuous active membership.
2. Candidate Assessors: Senior members of SSOA (a minimum of 10 Years experience) have been selected by the Assessment Committee to evaluate the field performance of candidate members.
3. Peer Assessors: Members of SSOA who have five or more years of service should evaluate performance of game partners.

## **Four Year Candidate Formal Evaluation and Assessment**

1. In the fourth year members must receive a formal assessment as prescribed by the Committee.
2. All four year candidates will be identified, and list forwarded to the SSOA Assignor.
3. The SSOA Assignor will assign the candidate to a varsity level game, and assign one of the qualified assessors to the game from the list provided by the Assessment Coordinator. The assessor

will be shown as a referee for the game, but he will not receive payment from the school. The assessed will pay the assessor for the game. See item 9.

4. The Formal and Peer to Peer assessment form will be used for this assessment.
5. If a member receives an overall score of six or less member must meet with the committee to help member develop his/her identified weak areas.
6. Members receiving an overall score of eight or better will be forwarded to the SSOA Assignor, by the Assessment Committee, and are now eligible to work higher level games in the future.
7. The assessor must review Assessment with the member, and populate form in Arbiter using numeric values, and brief description for the rating. This must be done within three days of the assessment..
8. Arbiter will automatically send all completed evaluations to the Director of Training, and the Assessment Coordinator for review, and record keeping.
- 9. Assessed will be liable to pay an amount of \$40.00 to the assigned assessor.**

## **Responsibilities of the Candidate's Assessor**

1. The Candidate's assessor is to assess member on field performance utilizing the appropriate assessment forms found in Arbiter.
2. The Candidate's Assessor must review the form and become reasonably familiar with the assessment criteria.
3. Upon completion of the assessment, the Assessor must review with the Candidate specific weaknesses and strengths.
4. All assessments must be completed in Arbiter within three days of the match.
6. Arbiter will automatically send all completed evaluations to the Assessment Committee chair person, and Assessment Coordinator for review, and record keeping.

## **Selection of Assessors**

1. SSOA Assessors must have a minimum of 10 years experience officiating soccer.
2. Experience must have been attained while working within SSOA, or another certified association utilizing the two man system of control.

3. **Candidate Assessors who assess fourth year members, and or members requesting a formal assessment will be paid \$40.00 for each assessment. This fee is the responsibility of the assessed.**

## **Responsibility of Evaluation and Assessment Committee**

1. Review all forms recorded in Arbiter.
2. Identify all members receiving need improvement ratings.
3. Develop an action plan to assist members meet acceptable standards; working on identified weaknesses.
4. Work closely with SSOA Assignor, and submit list of officials receiving acceptable ratings and are ready to be assigned to higher level games.
5. Insure that all ratings are recorded in Arbiter as a permanent record.

## **SSOA Members Evaluation and Assessment (Peer to Peer)**

As part of the association's development goal, all SSOA members will be required to have a minimum of one acceptable peer evaluation every five years. This evaluation and assessment will follow the guidelines as established by the Evaluation and Assessment Committee.

1. Ratings may be used as a guide in assigning games to members.
2. Members desiring to improve their ranking within SSOA must request a formal assessment in accordance with procedures prescribed by the committee.
3. Any member may request a formal assessment subject to a \$40.00 fee payable to the Assessor. The assessor cannot be the game's second official. It must be a third official that has been designated by the Executive Board as an assessor. **See item 4 of section labeled Four Year Candidate Formal evaluation and Assessment.**

## **Responsibility of the Peer Assessor**

1. By the very nature of peer assessment, care must be taken to insure fair, unbiased, and objective assessment of field performance.
2. The form labeled Formal and Peer to Peer must be completed and populated in Arbiter within three days of the match by the person doing the assessment.
3. The assessment will not be verbalized with the assessed by the assessor.
4. The assessed must receive satisfactory ratings on his/her assessment to be considered qualified.
5. Arbiter will automatically send all completed evaluations to the Assessment Committee chair person, and Assessment Coordinator for review, and record keeping.
6. Any unsatisfactory assessments will be reviewed by the committee.

## Formal Assessment

1. Members in the association desiring to either continue doing higher level games or move up to higher level games, are required to have an acceptable evaluation.
2. An official's rating is used as a guide to the assignor in assigning games to individual officials.
3. Members desiring to improve their ranking within SSOA must request a formal assessment in accordance with procedures prescribed by the committee.
4. Request must be done via e-mail to [the Assessment Coordinator](#) or Committee chair person with a minimum of 3 days lead time.
5. If an assessors is not available in that time frame, one will be assigned at the first opportunity.
6. The assessor will utilize the SSOA Evaluation Form found in Arbiter and SSOA web for the formal assessment.
7. Arbiter will automatically send all completed evaluations to the Assessment Committee chair person, [Assessment Coordinator](#) for review, and record keeping.
8. Any member may request a formal assessment, however **he/she will be liable to pay \$40.00 to the assigned assessor.**
9. The assessor cannot be the game's second official. It must be a third official that has been designated by the Executive Board as an assessor. [See item 4 of section labeled Four Year Candidate Formal evaluation and Assessment.](#)

**Chairperson:** Emilio Portelli [ejp51342@yahoo.com](mailto:ejp51342@yahoo.com)

**Members:**

Teri Connor, Gary Edinger, John Brzyski, Tom O'Hara

**Submitted: May 2, 2014**

# Section 3

## SSOA MENTOR PROGRAM AGREEMENT

**MENTOR**

**MENTEE**

Name \_\_\_\_\_

\_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Home Phone \_\_\_\_\_

\_\_\_\_\_

Cell \_\_\_\_\_

\_\_\_\_\_

E-mail \_\_\_\_\_

\_\_\_\_\_

Unless otherwise stipulated, it is agreed that, (Mentor) \_\_\_\_\_

will provide advice, guidance and support to (Mentee) \_\_\_\_\_

for a period of two full seasons to include the following at a minimum:

- The Mentor will observe and/or work with the Mentee three times per season.
- 

Dates Accomplished: \_\_\_\_\_

- The Mentee will observe the Mentor or designee on at least one varsity game.

Dates Accomplished: \_\_\_\_\_

- The Mentor/Mentee will personally communicate with each other every two weeks or more frequently.

\_\_\_\_\_

\_\_\_\_\_

**Mentor Signature & Date**

**Mentee Signature & Date**

At the end of the second season, the Mentor will provide his/her thoughts regarding the potential of this Mentee to become a competent VARSITY High School Soccer Official by circling one of the following AND providing comments (on the reverse) to support the rating:

POTENTIAL =      **OUTSTANDING**      **GOOD**      **FAIR**      **MARGINAL**

Dan Hudson, Program Administrator    732-389-2942    [djhref@verizon.net](mailto:djhref@verizon.net)

### Formal and Peer to Peer Assessment

Assessor's Name: \_\_\_\_\_

Match date: \_\_\_\_\_

Home Team: \_\_\_\_\_ Visitors: \_\_\_\_\_

Boys \_\_\_\_\_ Girls \_\_\_\_\_

Level: \_\_\_\_\_

	<b>PROFESSIONALISM</b>	<b>Rating</b>	<b>Weight</b>
1	Arrived On Time		10%
2	Inspected Field		
3	Meets SSOA Uniform Code		
4	Professional Conduct, presence		
5	Does not appear intimidated or nervous. Meets with both coaches and Partner.		
	<b>Mechanics</b>		
6	Physically fit for entire game able to move in all directions to cover play.		20%
7	Sprints when required		
8	Maintains standard position on all restarts.		
9	Clear, firm signals and direction.		
10	Keeps play between himself and his partner		
11	Good communications with partner, players, and coaches		
12	Uses correct mechanics for Cautions, and Ejections		
	<b>FOUL RECOGNITION</b>	<b>Rating</b>	<b>Weight</b>
13	Identifies and Deals with DFK and PK violations.		20%
14	Acknowledges trifling violations.		
15	Applies ADVANTAGE effectively and appropriately.		
	<b>MISCONDUCT</b>		
16	Dealt with cautions correctly		20%
17	Dealt with ejections correctly		

18	Dealt with dissent		
19	Dealt with persistent infringement		
20	Deals with Coaches and Bench personnel.		
<b>GAME MANAGEMENT</b>			
21	Allows whistle to set standard.		20%
22	Recognizes and reacts to "Moment of Truth"		
23	Prevents retaliation		
24	Makes timely/decisive decisions.		
25	Allows game to flow with minimum interruption.		
26	Consistent in decisions		
27	Deals with off-the-ball violations		
28	Correctly handles injuries & stoppages per NFHS rules		

<b>Management Skills</b>		<b>Rating</b>	<b>Weight</b>
29	Game, Players, Coaches, Partner, and Event Officials.		10%
30	<b>Comments</b> regarding game management style and techniques should refer to specific appropriate item numbers.		
Notes: Excellent = 9-10, Above Avg = 7-8, Fair need more work = 5-6, Poor= 3-4, Unacceptable = 1-2, Association is looking for a passing grade of 80% on this evaluation.			
<b>Future Assignments</b>			
Based on today's performance, this official should be considered for higher level games and or tournament games assignments.		Yes	
Yes mark as 5 Points, No mark as 1 Point			
Must receive a minimum of 80% overall to be acceptable.		No	

