

**Alabama State Referee Committee**  
**Referee Advancement Policy**  
**Revised September 2011**

It is the desire of the Alabama State Referee Committee to insure that all candidates seeking advancement are afforded the chance, providing the guidelines of the United States Soccer Federation are met. This policy will describe the process and procedures to be followed for a referee to advance in rank through State Referee 1 (Grade 5). It will also dictate the procedure for allowing an individual to advance who has not completely fulfilled the recommended requirements. Unless otherwise noted, references to the USSF Referee Administrative Handbook will be per the latest revision either in print or posted on the USSF website. All decisions on status of a referee's advancement request by the State Referee Committee are final.

1. Initial request is made, in writing or through an electronic e-mail to the State Referee Administrator (SRA) or State Director of Assessments (SDA).
2. Required Information of the Referee
  - Grade level being sought
  - Game log with all necessary information
3. Upon receipt of the following information, the SRA and SDA will review the candidate's information for the following:
  - Appropriate game count per USSF Referee Administrative Handbook
  - Has met the Re-certification requirements
  - There are no outstanding disciplinary actions against the referee
4. If any of the requirements specified are not met or if there are any questions, the SRA or SDA will send notification in writing to the referee informing them of the problems with the upgrade request within seven (7) days. The notification will specifically list the reason(s) for the referee's advancement request being delayed or denied.
5. Upon receipt of the letter from the SRA or SDA, the referee may provide additional information to the SRA and SDA pertaining to the reason(s) for the denial or further investigation of the advancement request. If additional information is required from the referee, it is the referee's responsibility to provide the additional information. The SRA, SDA or State Referee Committee (SRC) is under no obligation to follow-up with the referee.
6. If the cause for denial is game count, the SRC, at the next meeting, will review the referee's request. With majority consent of the SRC, the game count may be waived on a case-by-case basis. The decision of the SRC on these matters will be final.

7. If all requirements are met, or if the SRC issues a waiver, the SRA or SDA will notify the referee in writing that they may proceed with the advancement process. In addition, the letter will detail the following information:
  - Assessments required (number and age level)
    - Assessments for State Referee advancement must be at least 30 days apart.
  - Physical Fitness requirements
8. It is the responsibility of the individual referee to obtain the necessary games needed for assessment.
9. Once an appropriate assignment is received, the referee is responsible for notifying the SDA, in writing, of their desire to be formally assessed. The following conditions must be met:
  - SDA notified a minimum of fourteen (14) days prior to the scheduled match, if possible.
  - Payment for the assessment must be sent to the SDA prior to the assignment of an assessor, unless other arrangements are made and agreed upon between the referee, assessor and SDA.
10. The SDA will assign all assessors for advancement matches unless authority is granted in writing to another individual. Any unauthorized assessments, including any assessor providing an assessment without coordination with the SDA, may be denied for advancement. Payment will be provided to the assessor following completion of all required paperwork.
11. Out-of-State Assessments
  - Any assessment request for out-of-state games must be coordinated through the SDA prior to the game.
  - The SDA will notify the out-of-state SDA and request an appropriate level assessor for the match. Failure to follow this policy may result in the assessment being denied for upgrade.
  - Payment of the assessment fee will be per the other state's policy and will be the responsibility of the referee.
12. Any assessment may be denied by the SDA. This is irrelevant of the grade achieved or the recommendation of the assessor to the official. If the SDA denies any assessment, the SDA must notify the referee, in writing, within seven (7) days.
13. Upon receipt of appropriate paperwork from the assigned assessor, the SDA will notify the SRA of the status of the referee's assessment. If a failure occurs, the referee will be notified of the requirement to pass an additional assessment to make up for the failure and this additional assessment must take place at least 30 days after the failed assessment.

14. In addition to the formal assessment process, the referee is also required to meet certain physical fitness standards. These are described in the USSF Referee Administrative Handbook.
15. It will be the policy of the SRC to have all advancement candidates pass the fitness testing prior to seeking assessments. However, due to various factors, this may not be feasible. This will be reviewed on a case-by-case basis.
  - Failure to pass the fitness testing will cause the advancement process to stop until acceptable results are obtained. The SRA will notify the SDA when an individual fails and/or passes the testing.
  - It will be the responsibility of the referee to schedule a make-up fitness test through the SRA. Unapproved fitness test results will not be accepted.
16. The advancement candidate must also pass the appropriate USSF referee examination with the scores detailed in the USSF Referee Administrative Handbook.
  - The examination process will be coordinated through the State Director of Instruction (SDI).
  - The SDI will inform the SRA once a candidate passes the examination.
17. Once all requirements are met (assessment, fitness, and exam), the SRA will notify the referee of the successful completion of the advancement process.