



# METRO DC-VIRGINIA

## State Referee Program

*A Member of the United States Soccer Federation*

## UPGRADING AND MAINTAINING UPGRADE

### GRADE 8 TO GRADE 7

#### I. UPGRADING TO GRADE 7

##### A. REQUIREMENTS

1. To upgrade from Grade 8 to Grade 7, you must satisfy the following requirements by the **by the time you are upgraded** to Grade 7:
  - (1) be at least 17 years old;
  - (2) officiated at least 75 matches of a United States Soccer Federation (USSF) member as the referee;
  - (3) officiated at least 25 matches of a USSF member as an assistant referee;
  - (4) completed at least 12 months as a Grade 8 referee; and
  - (5) within the 12-month period prior to upgrading, complete the following **in any order**:
    - (A) take a USSF intermediate level training course;
    - (B) take a senior re-registration course;
    - (C) take and pass the USSF referee exam with at least an 85% score (given during the senior re-registration course);
    - (D) take and pass the physical fitness test for Grade 7 (given during the senior re-registration course); and
    - (E) pass one formal assessment as a referee at a U-17 or higher level match, having 45-minute halves, using the diagonal system of control.
2. The 12-month period referred to in paragraph 1(5) is any period of 12 consecutive months and is not tied to a calendar year.
3. Fees:
  - (1) The fee for the assessment is the same fee you are being paid as the referee for the match being assessed, with a minimum fee of \$45. The check for the assessment fee is to be made payable to the "SRP". If the referee successfully completes the upgrade requirements to Grade 7, the assessment fee will be reimbursed to the referee.
  - (2) If you upgrade at the time of re-registration, the only fee is the current fee of \$40 that includes registering as a Grade 7 referee and the clinic fee. If you upgrade at a time other than at the time of re-registration, there is an additional registration fee of \$5 due USSF. Make the \$5 check payable to the "SRP".
4. For the criteria for the physical fitness test and the assessment, see the USSF *Referee Administrative Handbook, Revised, 2002*, and Policy 301 of the State Referee Program (SRP). You can view and download these publications, as well as other referee publications, through the SRP web site: [vadcsoccerref.com](http://vadcsoccerref.com)

## **B. PROCEDURE**

1. Complete the form, Declaration of Intention to Upgrade, and submit it to the State Referee Office, 2239-C Tackett's Mill Drive, Woodbridge, VA 22192. (A copy of the form is included at page 4 and is also available through the SRP web site.) This form is submitted only to alert the State Referee Administrator (SRA) and the Referee Development Administrator (RDA) that you are going to upgrade. It does NOT begin the 12-month period for completing the 4 upgrade requirements specified in part I.A.1.(5).
2. You are responsible for maintaining records of your matches that are to satisfy the 75-match referee and 25-match assistant referee requirements. Provide these records if requested by the SRA. These records can be a simple log or computer worksheet that contains the match date, location, age of the players (i.e., U-15, men's amateurs, etc.), team names, names of other officials, and your position (referee, assistant referee).
3. During the 12-month period, take an intermediate level training course (an 8 hour course). These courses are given periodically throughout the year. Go to the SRP web site for a listing of these courses, the dates, locations, and instructors, and instructions on registering for the courses: On the home page of the web site, key the menu item "CLINIC SEARCH" at the left side of the page. On the CLINIC SEARCH page, there is an item, "Select Clinic Type", in the top third of that page. Click on that item and it gives you a drop-down list. In the drop-down list, click on the item "Upgrade 7".
4. During the 12-month period, take a senior re-registration course. During this course, you will be given the USSF state referee exam and the Grade 7 physical fitness test. Information about these courses can also be found on the SRP web site.
5. (a) During the 12-month period, arrange to have one formal assessment as the referee of a U-17 or higher level match, having 45-minute halves, using the diagonal system of control. To make these arrangements, contact the Area Director of Referee Assessment (ADA) for your service area. (See page 5 to determine your service area and page 6 for the ADA for your service area.) For all service areas (except the central service area), you should **first** make arrangements to be assigned to a match that meets the assessment requirements **before** you contact the ADA. For the **central area, contact the ADA first**, and the ADA will assist in arranging the appropriate match for assessment. The ADA in each area will then assign an assessor. **GIVE THE ADA AT LEAST ONE WEEK'S LEAD TIME TO ASSIGN AN ASSESSOR TO THE MATCH.**  
(b) Once the match and assessment have been scheduled, send the appropriate assessment fee (equal to the fee you are being paid as the referee for the match, minimum of \$45) to the State Referee Office. Make the check payable to "SRP". It would be helpful if, on the memo line of the check, you indicate that the check is for an assessment and the date of the scheduled assessment.  
(c) The match must have a full referee crew: you as the referee and 2 AR's. Let the assignor know that the match is being assessed and that a full crew is required. Get the names and phone numbers of the AR's and let them know that the match is being assessed.  
(d) You should receive a call from the assessor several days before the match. If you have any questions about the assessment, ask the assessor. Make sure the assessor gives you his or her name and phone number, and let the assessor know immediately if there are any changes in the schedule or the match is canceled. After the match, expect an oral debriefing with an indication of pass/fail. Within 10 days after the match, each match official should receive a formal written feedback report.

## II. MAINTAINING GRADE 7

1. To maintain Grade 7, you must complete the following requirements every certification year:
    - (1) complete 5 hours of in-service training;
    - (2) pass the refresher exam for Grade 7 with at least an 80% score;
    - (3) pass the physical fitness test for Grade 7;
    - (4) pass a formal assessment as a referee of a U-17 match or higher, having 45-minute halves, using the diagonal system of control; and
    - (5) referee at least 8 youth league or tournament matches in Virginia and the District of Columbia, with league matches being at least 45-minute halves suitable for assessment and tournament matches at the U-17 level or above having at least 40-minute halves. If 45-minute half matches are not available in your service area, you are expected to officiate at the highest level of youth matches available in your service area.
  2. Fees:
    - (1) The fee for the assessment is the same fee you are being paid as the referee for the match being assessed, with a minimum fee of \$45.
    - (2) The annual fee is currently \$40 that includes re-registration and the clinic fee, payable at the annual in-service training clinic.
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**STATE REFEREE OFFICE**  
**2239-C TACKETT'S MILL DRIVE,**  
**WOODBIDGE, VA 22192**  
**PHONES: 1-888-832-1866; D.C. AREA: 703-491-1717**  
**FAX: 703-492-1948**  
**E-MAIL: [mdevasrp@erols.com](mailto:mdevasrp@erols.com)**  
**WEB SITE: [vadcsoccerref.com](http://vadcsoccerref.com)**



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## State Referee Program

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### DECLARATION OF INTENTION TO UPGRADE

I, \_\_\_\_\_, declare my intention to upgrade  
(**PRINT** Your Name)

from Referee Grade \_\_\_\_\_ to Referee Grade \_\_\_\_\_.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Telephone: (     ) \_\_\_\_\_

Work Telephone: (     ) \_\_\_\_\_

Fax: (     ) \_\_\_\_\_

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

Submit this completed form as follows:

State Referee Office  
2239-C Tackett's Mill Drive,  
Woodbridge, VA 22192

## **STATE REFEREE PROGRAM SERVICE AREAS**

The State Referee Program has the following service areas:

(1) **North Service Area**, comprised of the following political jurisdictions: the counties of Arlington, Clarke, Culpeper, Fairfax, Fauquier, Frederick, King George, Loudoun, Madison, Orange, Page, Prince William, Rappahannock, Rockingham, Shenandoah, Spotsylvania, Stafford, and Warren, and the District of Columbia and the independent cities located within the external boundaries of those jurisdictions.

(2) **South Service Area**, comprised of the following political jurisdictions: the counties of Accomack, Essex, Gloucester, Isle of Wight, James City, Lancaster, Mathews, Middlesex, Northampton, Northumberland, Richmond, Southampton, Surry, Westmoreland, and York, and the independent cities located within the external boundaries of those jurisdictions.

(3) **Central Service Area**, comprised of the following political jurisdictions: the counties of Albemarle, Amelia, Appomattox, Augusta, Brunswick, Buckingham, Caroline, Charles City, Charlotte, Chesterfield, Cumberland, Dinwiddie, Fluvanna, Goochland, Greene, Greensville, Halifax, Hanover, Henrico, Highland, King and Queen, King William, Louisa, Lunenburg, Mecklenburg, Nelson, New Kent, Nottoway, Powhatan, Prince Edward, Prince George, and Sussex, and the independent cities located within the external boundaries of those jurisdictions.

(4) **West Service Area**, comprised of the following political jurisdictions: the counties of Alleghany, Amherst, Bath, Bedford, Bland, Botetourt, Buchanan, Campbell, Carroll, Craig, Dickinson, Floyd, Franklin, Giles, Grayson, Henry, Lee, Montgomery, Patrick, Pittsylvania, Pulaski, Roanoke, Rockbridge, Russell, Scott, Smyth, Tazewell, Washington, Wise, and Wythe, and the independent cities located within the external boundaries of those jurisdictions.

# **STATE REFEREE PROGRAM SERVICE AREAS STAFF**

## **NORTH SERVICE AREA**

Administrator: Bill Robertson  
H: 703-644-1687  
wrobertson1@cox.net

Assessor: Dick Cote  
H: 703-690-6973  
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Instructor: Paul Mungra  
H: 703-503-9662  
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## **CENTRAL SERVICE AREA**

Administrator: Richard Martin  
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Assessor: Bob Martin  
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Instructor: Kevin Wah  
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kwah@hotmail.com

## **SOUTH SERVICE AREA**

Administrator: Chip Boatwright  
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cboat@erols.com

Assessor: Don Torrenti  
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Instructor: Greg Bornako  
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Instructor: Jeff Lord  
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## **WEST SERVICE AREA**

Administrator: Mike Caswell  
H: 434-285-0750  
uvcare@aol.com

Assessor: Samson Yakubu  
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samsonyakubu@yahoo.com

Instructor: Chuck Wright  
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