



To: State Referee Administrators
State Youth Referee Administrators
State Directors of Referee Instruction

From: Adrian Garibay
Manager of Referee Registration

Re: 2004 Registration Materials

Date: July 3, 2003

The Referee Registration form has been modified for the 2004 registration season. The purpose of this letter is to review those changes, suggest ways each of you can expedite the processing of forms and to share more information about the process.

CHANGES TO THE FORM

- The size of the boxes has been increased to make it easier for individuals to fill out the form and to increase the accuracy of our scanning equipment.
- On the pre-printed form the applicant is asked to indicate if any information has changed from the previous year. The instructions are intended to guide the referee so they fill out only the information that is different.
- Each section is labeled as a step to guide the applicant through the form.
- The @ symbol has been added to the email address field to eliminate the need to hand draw the symbol.
- The date fields in what was "Box D", now Step 5, have been boxed and labeled (mm/dd/yy).
- Grade changes have been made per previous releases from the National Office. Referee Grades 10 and 11 no longer exist and State Emeritus 15 and National Emeritus 13 are the only emeritus levels. You will note the grades 10 and 11 remain on the form for use for instructor registration.
- Step 4 is a voluntary option for anyone who wishes to donate funds to the National Training Center in Carson, California. A separate check is to be made payable to the U.S. Soccer Foundation and those can be directly forwarded to the National Office. In the lower left corner of the form in the Administrative Use section is an area where the amount of the donation should be indicated. There is no requirement to keep the individual check and form together until they are turned into the National Office. We will maintain a spreadsheet on donations from referees.
- To better indicate the intent of the State Office, a wider selection of choices has been added to the disposition of a form. Now the following choices are available (New, Recert. Upgrade, Downgrade, Transfer, AYSO cross-certification. Please ensure only ONE of these boxes is marked as the form goes to the corrections queue and takes longer to process if more than one is marked or if none are marked.

- To help save space, the third assessment line on the Upgrade Game Experience section had been removed on the initial printing of the form. But, upgrades to referee grades 5 and 6 do require three assessments. If possible, please work with the space provided. If not, the attached copy of the 2004 form has three lines and can be printed and used for that purpose.

SUGGESTIONS TO EXPEDITE THE PROCESS

Attached to this letter is a set of instructions that will be beneficial to the person filling out a form. Please use these whenever possible.

FOR THE APPLICANT

- Use a BLACK ballpoint pen.
- Each and every form is scanned by a computer. The more legible and correct the form is, the faster it will be processed.
- For rectifying referees. **USE THE PRE-PRINTED FORM.** All the vital information needed by the computer has been laid out and ready to take advantage of our scanning equipment. These forms are scanned and processed by our system in minutes. Not using the pre-printed form will delay a rectification.
- If it becomes absolutely necessary for a rectifying referee to use the short form, it is required to supply the USSF ID number. Those left blank are discarded by the computer and require a manual lookup of the number. This will slow down processing the form.

FOR THE STATE OFFICE

- When submitting a batch of forms, always attach an accurate and complete transmittal. A 2004 transmittal form is attached to this letter for that purpose. Not supplying this form will require that we contact the state office and verify the numbers and quantity of forms in the batch. In some cases it will require that we return the entire batch of forms.
- Please use the new 2004 registration form. Old forms should be discarded. The 2003 forms will be accepted if necessary. Any forms prior to 2003 will be returned.
- Use of the Administrative Comments section is highly encouraged to let us know exactly what is requested. Checking off the proper disposition on every form will ensure that someone who should be upgraded actually is.

MORE INFORMATION

Direct questions about the registration process can be addressed to me via email at agaribay@ussoccer.org or by phone at 312/528-1275.

The following individuals can answer questions about specific applications:

- Deborah Williams (dwilliams@ussoccer.org)
- Steven Murry (smurry@ussoccer.org)
- Sandra Meadors (smeadors@ussoccer.org).
- Cami Piper (cpiper@ussoccer.org) can answer questions related to transmittals and shipping of material.



INSTRUCTIONS FOR COMPLETION OF REFEREE REGISTRATION FORM

If you are taking this form to a clinic, listen carefully to the directions given to you there before completing the form. If you are mailing the form to the state organization, read these instructions carefully and see the attached page for directions on how to submit your form. Please refer to the Fee Schedule below for the Registration Fees corresponding to your USSF grade.

STEP 1 – Biographical Information

Using *only* a ballpoint pen with black ink, fill out your biographical information.

If your biographical information is provided in the top right corner of the registration form, only make changes in Step 1 to reflect any changes/errors with the information provided at the top of the form.

If your form does not have biographical information provided in the top right corner, please fill out the entire form. Name, address, phone number, gender, date of birth, USSF Grade, and State Association are required. **For re-certifying-referees using this form, the sixteen-digit USSF ID # is also required, and can be found on the prior year’s referee registration card.**

If you wish to receive communications from our office via e-mail please check that your e-mail address is printed correctly. If you did not have an e-mail address the last time you registered, please write it in the appropriate line.

For optimum accuracy, please print in capital letters and avoid contact with the edge of the box. The following will serve as an example:

A	B	C	D	E	F	G	H	I	J	K	L	M
N	O	P	Q	R	S	T	U	V	W	X	Y	Z

STEP 2 – Upgrade Request

If you would like to upgrade your USSF referee grade, put an X in the appropriate box. Upgrades are not automatically approved, but marking this box will inform the SRA of your interest in upgrading.

STEP 3 – Game Experience

For re-certifying referees and assessors, fill out this step with the *actual number of games refereed or assessed* at the various levels over the past registration year. Do not use X’s or check marks.

STEP 4 – US Soccer Foundation Donation

If you would like to make a donation to the National Training Center, please place an “X” in the appropriate box and insert the specific amount in the space provided. Make checks payable to *US Soccer Foundation*, and attach the check to the registration form.

STEP 5 – Information Certification

After reading Step 5 thoroughly, place an “X” in the appropriate box. If you have selected the “yes” box, please submit the following information attached to your registration form: description of offense, date, court, and sentence. Information provided will be evaluated on a case by case basis in relationship to licensing as a USSF referee. **Failure to check “no” or provide the required information for a registration marked “yes” will result in the return of the form.**

Sign and date form on line provided. **Unsigned forms will also be returned.**

2004 REGISTRATION FEE SCHEDULE: Referees: GRADES 1 & 2 (International) - \$60.00, GRADES 3 & 4 (National) - \$50.00, GRADES 5 & 6 (State) - \$40.00, GRADES 7 & 8 (Referee) - \$25.00, GRADE 9 (Recreational) - \$20.00, GRADE 12 (Assistant) - \$15.00, GRADE 13 (National Emeritus) - \$40.00, GRADE 15 (State Emeritus) - \$25.00, and GRADE 17 (Honorary) - \$15.00. Instructors: GRADES 3 & 4 (National) - \$40.00, GRADES 5 & 6 (State) - \$30.00, GRADES 7 & 8 (Referee) - \$20.00, and GRADES 9 & 10 (Associate) - \$10.00. Assessors: GRADE 3 (National) - \$40.00, GRADES 5 & 6 (State) - \$30.00, GRADE 7 (Referee) - \$20.00, and GRADE 9 (Associate) - \$10.00. Assignors: \$10.00