



National Candidate and National Official

2015 Certification Instructions



Table of Contents

Selection and Certification of National Candidates and National Officials.....	3
Online Portfolio	4
Registration Process.....	5
USSF National Referee Background Check.....	10
National Laws of the Game Test	14

Selection and Certification for National Candidates and National Officials

For the 2015 registration year all National Candidates and National Officials will be selected directly by the U.S. Soccer Referee Selection Panel. National Candidates, tracked as Referees and Assistant Referees, will be designated as Grade 5 National Candidates for 2015. National Officials, also tracked as Referees and Assistant Referees, will be designated as Grade 4 National Officials for 2015.

It is important to understand that the selection process for these grades is both quantitative and qualitative. In order to become and retain their grade, each official must meet a combination of administrative and technical requirements on an annual basis. Because a portion of the review is qualitative, meeting the established minimum requirements does not ensure certification or recertification.

It is also important to note that National Candidates will no longer be associated with an anticipated year when they become a National Official. This means that it is possible for someone to be a Grade 5 National Candidate for multiple years before being selected as a Grade 4 National Official. It will also be possible that some Grade 5 National Candidates may never be selected as Grade 4 National Officials due to a lack of identified ability or potential. In turn, the same is true that most Grade 4 National Officials may not advance and be selected as Grade 3 Professional Officials or higher.

The 2015 selection and certification process will be processed in two phases, beginning with the administrative requirements. The window for completing the administrative requirements will open on Sept. 1 and close on Nov. 30. Outlined below are detailed steps that an official will need to complete to be considered for national certification.

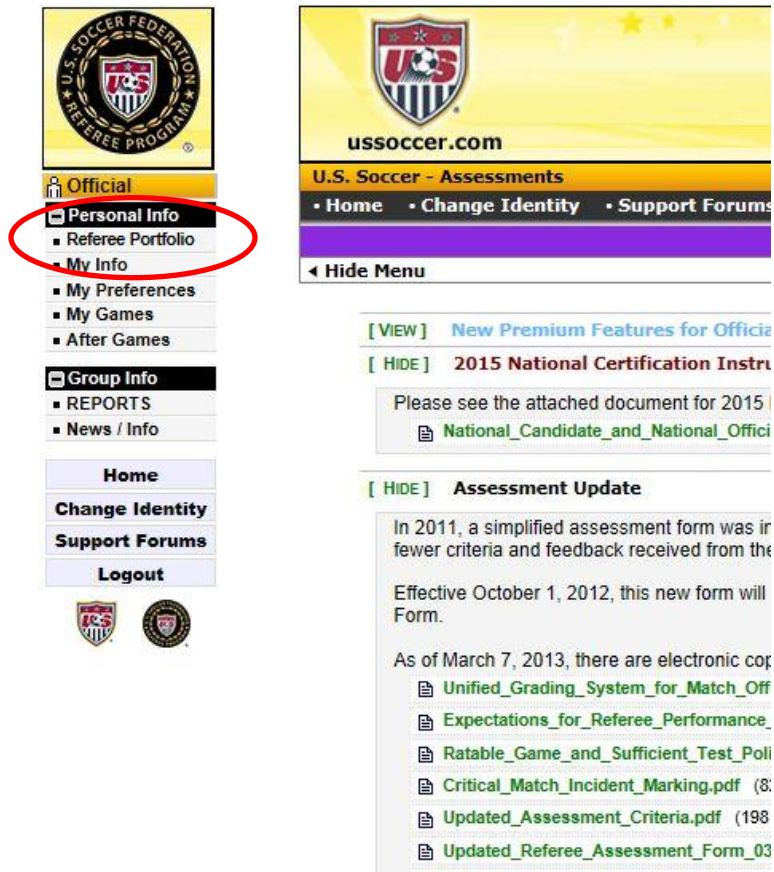
In order to complete the administrative requirements, four things must be completed by the official: 1) online portfolio; 2) registration; 3) background check; and 4) National Laws of the Game Test. Once an official has completed the administrative requirements they must email Katie Bosley (KBosley@ussoccer.org) of their intent to have their body of work be presented to the Selection Panel. Please note, this email must indicate the whether an official is applying as Assistant Referee track or Referee track. For those who are going through the National Candidate process for the first time, please be aware that an official must chose a track (Referee or Assistant Referee). For officials who have previously been registered as National Candidates and National Officials that wish to change their track, they may do so. Additionally, for anyone who is not currently a National Candidate or National official, a document showing proof of citizenship (Passport or Permanent Resident Card) must also be attached to the email.

Upon review, an official will be notified via email of the decision made by the Selection Panel. If an official is not selected to be a Grade 5 National Candidate or Grade 4 National Official, they will revert back to a Grade 6 State Official. If an official is accepted by the Selection Panel, they will then receive an email that informs them of the next steps that are required to be approved as a Grade 5 National Candidate or Grade 4 National Official.

All accepted Grade 5 National Candidates and Grade 4 National Officials will be required to attend one of the National Camps (being held in Phoenix, Ariz. Jan. 23-25, Feb. 6-8, or Feb 13-15) where they will need to complete both the classroom session as well as pass the required fitness testing. Once an official has completed the final requirements at a National Camp, U.S. Soccer will then approve the registration for the official as a Grade 5 National Candidate or Grade 4 National Official.

Online Portfolio

U.S. Soccer has worked with Game Officials to create a new tool that allows officials to easily view all of their assignments, assessments, and any additional performance data collected through U.S. Soccer's identification efforts at various membership events in one location. The Portfolio has been officially launched and can be viewed by officials once they have logged into their account at ussoccer.gameofficials.net.



The image shows two side-by-side screenshots of the USSoccer.com website interface. The left screenshot displays a navigation menu for an official, with the 'Personal Info' section highlighted by a red circle. The right screenshot shows the main content area with a 'U.S. Soccer - Assessments' header and a list of announcements.

Left Screenshot (Navigation Menu):

- Official
- Personal Info** (circled in red)
 - Referee Portfolio
 - My Info
 - My Preferences
 - My Games
 - After Games
- Group Info
 - REPORTS
 - News / Info
- Home
- Change Identity
- Support Forums
- Logout

Right Screenshot (Main Content):

ussoccer.com

U.S. Soccer - Assessments

• Home • Change Identity • Support Forums

◀ Hide Menu

[VIEW] [New Premium Features for Officials](#)

[HIDE] [2015 National Certification Instructions](#)

Please see the attached document for 2015 National Candidate and National Official information.

[National_Candidate_and_National_Official_Information.pdf](#)

[HIDE] [Assessment Update](#)

In 2011, a simplified assessment form was introduced with fewer criteria and feedback received from the officials. Effective October 1, 2012, this new form will be implemented.

As of March 7, 2013, there are electronic copies of the following documents:

- [Unified Grading System for Match Officials](#)
- [Expectations for Referee Performance](#)
- [Ratable Game and Sufficient Test Policy](#)
- [Critical Match Incident Marking.pdf](#) (8/11/12)
- [Updated Assessment Criteria.pdf](#) (1/9/13)
- [Updated Referee Assessment Form_03](#)

It is the responsibility of the Official to confirm that all of his or her assessments are listed in ussoccer.gameofficials.net. If assessment information is missing, the Official must work with the relevant Assessor to make sure the information is entered into ussoccer.gameofficials.net.

Registration

1. Go to U.S. Soccer Registration Site - <http://ussoccer.force.com/referee/>



If you are returning to this website from last year, you already have a User Name and Password and you can skip to step 3 after you have logged in

If you have never been to this website, please continue to step 2 for instructions on how to sign in to the site.

2. Click on Sign Up Now button

- i. Follow the directions on the screen

Get Started

Existing Referee

If you have a valid USSFID number, you can:

1. Check the status of your current registration
2. Print a copy of your registration card and referee history

Enter the first two letters of your last name

Enter your USSF ID with no dashes Example: 2013532343242987
[Forgot USSF ID?](#)

- ii. Create your username and password
 - i. Enter your e-mail address. This will be your Username when you return
 - ii. Create a password

Your email address will also be your username for the portal login.
NOTE: Each email can only be used once.

Email

Password

Confirm Password

Submit

3. At the Account Overview page, click the Register Now! Button

The screenshot shows the 'Account Overview' page for a user named 'Joe National Official'. The page includes a navigation bar with 'Home', 'Profile', 'Register', 'ePortfolio', and 'Logout'. The main content area has three sections: 'Profile' (with links for Edit Profile, Change Password, and Change Email), 'ePortfolio' (with a link for Add New ePortfolio), and a registration notice. The registration notice states: 'Referees must register with the U.S. Soccer Federation every year to be eligible to work at national competitions in the United States.' A blue 'Register Now!' button is circled in red. Below the main content are tabs for 'Pending Registrations', 'Current Registrations', and 'Registration History'. The 'Pending Registrations' tab is active, showing 'No pending registrations at this time.'

4. At the Registration page, click the Next button

The screenshot shows the 'Registration' page. The navigation bar is the same as in the previous screenshot. The main content area has a heading 'Registration' and two paragraphs of text. The first paragraph says: 'You can submit your application as a National Referee, Instructor or Assessor by clicking on the NEXT button in the NATIONAL registration section. You can apply for all NATIONAL categories at once or come back at a later time if you wish.' The second paragraph says: 'You can apply for other non-National categories (Futsal, Indoor, Assignor, Beach) by using the REGISTRATION section below. If you register in a state that uses their own registration system you will be redirected to our State Association contact page.' Below the text is a section for 'National Registration' with a dropdown menu for 'Select Registration Year' set to '2014'. A green 'Next' button is circled in red. The text 'New registration, step 1 of 5' is visible in the top right corner of the registration section.

5. Confirm your Profile information then click the Next button at the bottom of the page

USSF ID 2013082000896076

First Name

Last Name

Home Phone

Mobile Phone

6. On the National Registration page click on the Select button the correlates with the grade that you are applying for



National Registration

Select the category that you wish to register for using the blue buttons below. You can register for multiple categories at once or return at a later time to register for other categories. You can only register for one grade per category.

Referee

New registration, step 3 of 5

Referee

National Candidate

Grade

5

Registration Fee

\$100.00

Select

Info

State Referee

Grade

6

Registration Fee

\$75.00

Select

Info

Choices

Name

Grade

Registration Fee

Next

7. When you have selected the correct Grade, click on the Next button

USSF Logo | USSF Federation Logo | Home | Profile | Register | ePortfolio | Logout

National Registration

Select the category that you wish to register for using the blue buttons below. You can register for multiple categories at once or return at a later time to register for other categories. You can only register for one grade per category.

Referee New registration, step 3 of 5

Referee

<p>National Candidate</p> <p>Grade 5</p> <p>Registration Fee \$100.00</p> <p>Select Info</p>	<p>State Referee</p> <p>Grade 6</p> <p>Registration Fee \$75.00</p> <p>Select Info</p>
---	---

Name	Grade	Registration Fee
------	-------	------------------

[Next](#)

8. On the Legal page:

- i. Answer YES/NO and proceed as instructed on the screen
- ii. Check the Terms and Conditions box
- iii. Click the Next button

USSF Logo | USSF Federation Logo | Home | Profile | Register | ePortfolio | Logout

Legal

Have you ever been convicted of a felony, crime of violence, any crime against an individual, or fraud? If the answer is no, continue to the terms and conditions. If the answer is yes, please list your convictions, one at a time, using the button below

Yes No

New Registration, Step 4 of 5

Previous Convictions

You have no convictions listed at this time.

[Add Conviction](#)

Terms and conditions

I understand that by successfully completing the educational requirements and registering with the USSF, Inc. as a referee, I am entitled to act as a game official at the appropriate level of competition indicated by my approved grade. I understand that my registration with USSF does not guarantee my receipt of any specific refereeing assignments and does not apply to non-USSF affiliated games. I further understand that my registration with USSF does not create an employment contract or an employment relationship with USSF. I also certify that I have no physical illness or impairment which will make participation in soccer-related activities dangerous to me. Registrant represents that the information contained in the form shall be true and correct, and that Registrant has not lied about, misrepresented or otherwise falsified such information. I agree to participate in, and comply with, the risk management program of the Organization member through which I am participating.

I agree to the terms and conditions

[Next](#)

9. Please read the Donation page, then click on the Next button once you have picked an amount

Home Profile Register ePortfolio Logout

Donation New Registration, Step 5 of 5

Help Develop the Sport of Soccer in Our Country!

Your support matters. Donate today to help provide scholarships for talented young players from low-income families, develop resources and educational opportunities for coaches, build strong U.S. National Team programs and more. U.S. Soccer is a 501(c)3 nonprofit organization. Your gift today can make a difference for our sport.

You may choose to donate any of the following amounts (minimum amount is \$5, maximum amount is \$1,000)

Total Donation Amount

\$ 0.00

10. On the Checkout page fill out the payment information

Checkout

Items

Item Name	Quantity	Unit Price	Total
Professional Referee Registration	1	\$100.00	\$100.00
Donation	1	\$0.00	\$0.00
Total			\$100.00 USD

Billing Information

Please provide your billing information in the form below:

First Name *

Last Name *

Address *

City *

State/Province *

Postal Code *

Country *

Card Type

United States Soccer Federation National Referee Background Check Policy

1. Introduction

The United States Soccer Federation ("USSF") requires background checks on all national level referees and higher to ensure that they meet the highest level of character. Background checks are required every two years. If you have not completed a background check with U.S. Soccer since September 1, 2013 you will need to complete one this year. Background checks with U.S. Soccer are independent of those that may be required by your State Association, so please ensure one has been done following U.S. Soccer requirements. Please be aware that the approval process may take up to ten days to complete.

2. Authorized Background Check Organization

The National Center for Safety Initiatives ("NCSI") shall conduct all Referee background checks. NCSI is a full service screening organization that works in accordance with the *Recommended Guidelines*© established by the National Council on Youth Sports ("NCYS"). NCSI operates as an independent company, but it is owned and governed in partnership with NCYS.

In addition to conducting background checks, NCSI is responsible for interpreting the background check results, communicating with individuals regarding their background check results and reporting to USSF all background check results. NCSI will also be responsible for complying with the Fair Credit Reporting Act ("FCRA") and maintaining the confidentiality of information obtained in the background check process.

3. Individuals to be Checked and Frequency of Background Checks

Background checks shall be conducted on USSF national level referees and higher, which includes National Candidates and national Officials

NCSI's "Full Service Check-it-Twice™" package ("USSF background check"—see below for details) shall be conducted every two calendar years (i.e., if the individual had an USSF background check run in 2012, he or she would not need an USSF background check run again until 2014).

4. Individual Self-Registration Procedure

USSF has set up with NCSI a background check authorization form via a secure website. NCSI will provide USSF the website link information, so that USSF can direct individuals to the website to self-register for their USSF background checks. Each individual must complete the background check authorization form prior to NCSI conducting the background check.

5. Information to be Checked

All USSF background checks shall consist of NCSI's "Full Service Check-it-Twice™" package, which includes:

- Checks of two independent national databases;
- Checks of all available state sex offender registries;
- Social Security number and address verification;
- Federal terrorist database check;
- Checks of county criminal records by county courthouse runners for each county where the individual currently lives or has lived during the past seven years, going back the length of time records are available for each county searched; and

- International background checks for countries where the individual has lived, worked, or studied for three or more consecutive months during the past seven years.

In addition, NCSI will perform a limited automatic recheck 12 months after the initial background check on active individuals. The recheck will include checks of one national database and all available state sex offender registries.

6. Background Check Findings

NCSI will issue its findings to USSF based on a “Red Light/Green Light” system. A “Green Light” or “meets the criteria” finding indicates the individual is suitable to be licensed as a USSF national level referee or higher with regard to the background check. A “Red Light” finding means that the individual “does not meet the criteria” and is not suitable to be licensed as a USSF national level referee or higher with regard to the background check.

A record or disclosure from the individual that contains the following information will be flagged as a “Red Light” or “does not meet the criteria:”

- Any felony (any crime punishable by confinement of greater than one year);
- Any lesser crime involving force or threat of force against a person;
- Any lesser crime in which sexual relations is an element, including “victimless” crimes of a sexual nature (including pornography);
- Any lesser crime involving controlled substances (not paraphernalia or alcohol);
- Any lesser crime involving cruelty to animals; or,
- Any sex offender registrant.

Additionally, the following information will result in further investigation involving the individual and the appropriate courts, which will lead to a determination of either a “Red Light” or a “Green Light” finding:

- An arrest of one or more of the criterion offenses with no disposition noted;
- Expunctions, restoration of rights, or pardons of a criterion offense;
- Any charge involving a child resulting in a disposition favorable to the individual; or,
- An arrest or conviction where it is not readily apparent if drugs or alcohol are involved.

The above criteria, are contained within the guidelines developed by the NCYS, and have been adopted by NCSI. The NCYS considers that the criteria for a “Red Light” or “does not meet the criteria” finding to be consistent with the principles of the federal PROTECT Act of 2003.

7. Background Check Procedures

NCSI will complete the "Full Service Check-it-Twice™" background check described in Section 5. If questions arise concerning a background check, NCSI will contact the individual directly and give him or her an opportunity to correct potential discrepancies in the records or to provide additional information prior to NCSI issuing a “Red Light”. In such situations, USSF may also be contacted.

USSF will be notified of “Green Light,” and “Red Light,” findings. In the event of a “Red Light” finding, NCSI will contact USSF to request authorization to send an adverse action letter on behalf of the organization, and if authorized, will send an adverse action letter. NCSI can provide additional information to support the organization’s review and decision process.

The background check information must be completed by an individual prior to that individual’s licensure by the USSF. Turnaround time for domestic background checks is approximately ten business days. Turnaround time may be up to six weeks for international background checks.

8. Background Check Review Panel

Should an individual listed in Section 3 (other than a USSF employee or USSF independent contractor) receive a "Red Light" finding or an adverse action letter and wish to contest USSF's decision not to accept his or her application to be a licensed referee based on that "Red Light" finding or adverse action letter, the individual has the right to a hearing before a USSF Review Panel. The Review Panel will consist of a disinterested, three-person panel selected from the United States Soccer Federation Appeals Committee. The Review Panel shall be appointed by USSF CEO/Secretary General.

Unless otherwise notified by USSF that a shorter period is required, the individual shall have 10 business days from the date that he or she was notified that the application was not accepted to notify USSF of a request for a hearing. The request for a hearing shall include all written evidence that the individual wishes the Review Panel to consider and a list of witnesses that the individual may call at the hearing. An individual who requests a hearing shall grant written permission for his or her complete background check findings to be provided to the Review Panel, the CEO/Secretary General and General Counsel for USSF, and the State Referee Administrator ("SRA") for his or her state. In addition to any evidence or argument provided by the individual, the Review Panel may consider any recommendation of USSF General Counsel. Such recommendation must be provided to the review panel within 5 business days from that date USSF receives notice of the individual's request for a hearing, include all written evidence that the General Counsel wishes the review Panel to consider and a list of witnesses that the General Counsel may call at the hearing. The hearing shall be scheduled within 15 business days of USSF's receipt of the request for a hearing and may be conducted by telephone conference. The Review Panel shall have the authority to determine if the person should be permitted to participate in USSF.

The Review Panel will communicate its finding to the individual, to the CEO/Secretary General of USSF, to USSF Staff and to the SRA of the state involved. The decision of the Review Panel shall be final and binding decision of USSF regarding the application.

9. Background Check Instructions

U.S. Soccer has taken important steps to ensure the highest level of safety within our programs. One of these steps is the implementation of a standardized approach to background screening for our coaches and volunteers. This includes a comprehensive background screening using NCSI's Full Service product and a simple "Red Light/Green Light" clearance report issued in accordance with the criteria chosen by U.S. Soccer Federation.

Simply go to <http://www.ncsisafe.com> and click on "Start Your Background Screening Now" on the bottom left side of the webpage.

Complete three easy steps:

Step 1: Enter Self Registration Number: 94410898

Step 2: Enter Your Information as Requested

Step 3: Provide Legal Authorization and Certification

It is important when entering your name, that you use your full legal name as written on your birth certificate or driver's license. Please also verify that your social security number and date of birth were typed correctly. Using nicknames or failing to type correct information may delay your background screening and could require additional fees. The "Red Light/Green Light" results will be sent directly to U.S Soccer Federation. National Center for Safety Initiatives will contact you directly if there are any questions, problems or issues related to your specific information. Please provide a valid email address as our contact with you will be primarily electronic. Please be sure to add @ncsisafe.com to your list of acceptable domains in your email program to receive notifications from us.

Once you have submitted your information you will receive a confirmation page. The background screening generally takes 10 business days to complete and you may check your status on our website under the "Check Your Background Screening Status" link at www.ncsisafe.com. In order to prevent delays, please check your e-mail frequently for further documentation requests.

If you have any questions or problems submitting your information, please call the National Center for Safety Initiatives at (866) 833- 7100

National Laws of the Game Test

This test is required of all officials applying as 2015 National Officials or 2015 National Candidates. The test will be open on September 1, 2014.

Please note that any applicant that has not met the eligibility requirements to take the test may be removed by a system administrator.

Instructions for taking the test:

1. Log on to ussoccer.gameofficials.net
2. Switch to your "Learning System" Identity by clicking on "Change Identity" in the bottom left menu and selecting "switch" next to your learning system identity.
3. Select Courses from the left menu
4. Select Referee Courses
5. Select National Laws of the Game Test
6. Select 1189-LOTG
7. Use 1801 for the Override code where you see the Grade/Age Code field in red if prompted
8. Select Confirm Registration
9. Ignore where the system lists IL as the State Affiliation
10. Select Load Session Tracker

The test is not timed and a score of 80% or greater is required to pass. The test can be retaken as many times as needed until passed.

Instructions for viewing test results:

1. Change to the identity used to complete the test
2. Select Confirmed Reg from the Main Menu
3. Select 1189-LOTG
4. Load the Session Tracker
5. Select 2015 National Laws of the Game Test
6. Select Review