



NEBRASKA REFEREE DEVELOPMENT PROGRAM
INSTRUCTION ▪ ASSESSMENT ▪ MENTORSHIP ▪ OFFICIATING

NRDP Assessment Policies and Procedures

Current Version

This document is Version 2023.03.05. See the section “Document History” for a summary of changes from earlier versions.

Responsibility

NRDP supports referees at all levels all across Nebraska. Each referee is responsible for their own growth and development, including knowing, understanding, and meeting the requirements to maintain their current referee grade or to upgrade to the next higher referee grade. It is not the responsibility of NRDP to ensure that referees complete those requirements. NRDP will do its best to provide the necessary services and opportunities to referees who proactively work to meet their grade’s requirements.

Assessment Types

Maintenance Assessment

A maintenance assessment is among the requirements for a referee to maintain their Regional Referee grade. It is completed by a licensed Referee Coach.

Upgrade Assessment

An upgrade assessment is among the requirements for a Grassroots Referee to upgrade their license to Regional Referee. It is completed by a licensed Referee Coach.

Developmental Assessment

A developmental assessment -- also known as a D&G, or development and guidance assessment -- is not required for any referee. It is an opportunity for a referee to receive feedback about their current level of on-field performance. A developmental assessment is completed by a licensed Referee Coach or Referee Mentor.

Assessment Components

All assessments include the following components to be completed by the Coach/Mentor:

- Match observation
- Post-match reflection
- Written feedback

Any activity by a Referee Coach or Referee Mentor that does not include at least those three components is not an assessment for the purposes of this policy. Any activity by a person who is not a licensed Referee Coach or Referee Mentor is not an assessment.

The post-match reflection should be completed immediately after the match whenever possible. In all cases it must be completed within forty-eight (48) hours of the completion of the match, unless otherwise approved by the SDD.

The written feedback must be submitted to the referee and the SDD no more than five (5) calendar days after the completion of the post-match reflection, unless otherwise approved by the SDD.

All assessments include the following components to be completed by the referee:

- Match summary
- Self-assessment

A referee who does not finish these components has not completed the assessment process.

The match summary is a short summary highlighting major themes and incidents from the match. It may take one of two forms. If the post-match reflection takes place immediately following the match, the match summary is integrated into that discussion. Otherwise, it is submitted to the Coach/Mentor and SDD in writing within twenty-four (24) hours and prior to the post-match reflection.

The self-assessment is a written document that describes the referee's analysis of their performance during the match. It includes the referee's own observations from the match, along with the referee's understanding of topics covered with the Coach/Mentor in the post-match reflection. It must be submitted to the Coach/Mentor and SDD within forty-eight (48) hours following the post-match reflection.

Assessment Requests

Request Methods

All assessment requests must be submitted electronically by the requesting referee via any approved method. Current approved methods are:

- Submit an assessment request form: <https://forms.gle/4vd3SLGtpZ3Cf4nP8>

Request Requirements

Assessment requests must include the following information:

- Referee name
- Referee email address
- Type of assessment (see “Assessment Types”)
- Upcoming assigned matches that meet the requirements for the assessment type
 - Developmental assessments have no specific requirements. The referee should ensure that the matches meet the referee’s abilities and goals.

Suggested Information

Assessment requests may include the following information:

- A summary of the feedback the referee received from their most recent assessment(s)
- A description of aspects of refereeing that the referee is currently working to improve
- A description of the referee’s goals from the upcoming assessment

Request Timing

Assessment requests should be made no fewer than ten (10) days prior to the earliest desired assessment date. NRDP will do its best to accommodate every assessment request made with at least that much lead time. Requests for assessments fewer than ten days in advance may be denied.

Follow-up Communication

Referees who have requested an assessment must respond within 36 hours to all follow-up communications, including following any additional instructions (i.e. selecting from available assessment dates using an online scheduling service). Failure to do so jeopardizes NRDP’s

ability to ensure a qualifying match is found and a Referee Coach/Mentor is available. Referees who do not respond promptly to follow-up communications risk their assessment request being canceled.

Assessment Frequency

A referee may be assessed on at most one match per day for maintenance and upgrade assessments, unless previously approved by the SDD. Under no circumstances shall a referee receive a maintenance or upgrade assessment on more than two matches in one day.

Diversity of Coaches/Mentors

Each of a referee's required (maintenance or upgrade) assessments must be completed by a different Referee Coach, unless approved by both the SDD and SRA and in accordance with US Soccer Referee Program requirements. NRDP shall make an effort to ensure that a referee's developmental assessments are completed by a variety of Referee Coaches/Mentors.

Selection of Coach/Mentor

The SDD shall select the Coach/Mentor for each assessed match. They may consult with the SYRA (for youth referees) and/or SRA as appropriate to select a Coach/Mentor who will best fit the referee's growth and development needs.

The referee does not choose or "suggest" the Coach/Mentor for their match. If the referee has a conflict with a Coach/Mentor, they should notify the SDD, SYRA (youth referees), or SRA before the assignment is made. If the Coach/Mentor assigned to a match is unsuitable to the referee, the referee may appeal to the SRA for a different Coach/Mentor. The SRA's decision on the matter is final.

Assessment Fees

Assessment fees exist to compensate Referee Coaches/Mentors for their time and expertise.

Maintenance Assessments

A referee requesting a maintenance assessment shall pay a fee of sixty dollars (\$60.00).

Upgrade Assessments

A referee requesting an upgrade assessment shall pay a fee of sixty dollars (\$60.00).

Developmental Assessments

A referee requesting a developmental assessment shall pay a fee of twenty dollars (\$20.00). NRDP shall pay a matching fee of twenty dollars (\$20.00).

Canceled or Terminated Matches

It is the referee's responsibility to inform the Coach/Mentor (if known) or SDD immediately of a canceled match. If the Coach/Mentor is notified of the cancellation prior to leaving for the match, there is no fee. Otherwise the fee shall be ten dollars (\$10.00) for a developmental assessment or twenty-five dollars (\$25.00) for an upgrade or maintenance assessment.

If the match begins and is terminated or abandoned, the full assessment fee shall be charged if the referee receives full payment for the match; an amount of the full assessment fee proportionate to the referee's payment shall be charged if the referee receives less than full pay, with a minimum fee of ten dollars (\$10.00) for a developmental assessment or twenty-five dollars (\$25.00) for an upgrade or maintenance assessment.

Delayed or Rescheduled Matches

The referee is responsible for notifying the Coach/Mentor (if known) or SDD immediately if a match is to be delayed or rescheduled. The Coach/Mentor shall work with the referee to determine if the Coach/Mentor will be able to complete the match observation as scheduled. If the match observation cannot be completed, the assessment fee shall be calculated as described in "Canceled or Terminated Matches".

Payment of Fees

A referee shall pay the assessment fee in full no more than forty-eight (48) hours subsequent to receipt of the match write-up; or forty-eight (48) hours subsequent to the match's scheduled time if it is canceled; or forty-eight (48) hours subsequent to the match's termination/abandonment. A referee who fails to pay on time risks having their license upgrade/renewal declined.

Assessment fees may be paid directly to the Referee Coach/Mentor via any approved method. Current approved methods are:

- Electronically, via a service such as Venmo or CashApp.
- Check.
- Cash.

In all cases, the Referee Coach/Mentor must immediately provide the Referee with an electronic receipt (i.e. an email, a photograph, or a receipt provided by the electronic payment service). A copy of that receipt must be sent to the SDD and Treasurer.

NRDP's prin of maintenance assessment fees will be paid by the Treasurer in accordance with their payment policies. The SDD will submit a request for payment within forty-eight (48) hours of receipt of the written feedback.

Video Assessments

Every reasonable effort shall be made to have a Referee Coach/Mentor observe a referee's match performance in person. In the rare circumstances where it is not possible for the match to be observed in person, a video assessment may be completed instead when approved by the SDD. The video must meet the following requirements:

- The video must be high quality (720p or above; 1080p or above preferred).
- The video must show a clear and unobstructed view of the match.
- The video must show enough area around the action to provide context (i.e. the camera must not be zoomed in too far).
- The video must show enough detail that critical incidents can be observed with a reasonable degree of clarity (i.e. the camera must not be zoomed out too far).
- The video must consistently show the assessed referee in action.
- When possible, the video should include audio so that the referee's whistle can be heard.

It is the referee's responsibility to ensure the quality of the video, acquire the video, and provide the video to the Coach/Mentor, unless otherwise arranged with the SDD.

Document History

- Version 2023.03.05 [current version]
 - Modified the "Developmental Assessment" section.
 - Modified the "Assessment Components" section.
 - Modified assessment fees.
 - Changed "SDA" to "SDD" throughout.
 - Changed "assessor" to "Coach/Mentor" throughout.
 - Minor copy edits.
- Version 2020.08.04
 - Initial version of the NRDP Assessment Policies and Procedures document.