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Advanced Referee Instructor Evaluator Course

Identifier	REF-EVAL-2
Revision	Original
Effective Date	May 1, 2004
Class Length	3 hours

Change Summary	
May 1, 2004	New Lesson Plan

LESSON PLAN- Advanced Referee Instructor Evaluator Course

2. Lesson Goals

1. Provide an understanding of the performance criteria for an Intermediate Referee Instructor to become an Advanced Referee Instructor.
2. Review the administrative requirements as a Referee Instructor Evaluator.

3. Class Length

Three hours

4. Instructor Requirements

Advanced Referee Instructor and Advanced Referee Instructor Evaluator

5. Learning Objectives

1. Role of the Advanced Referee Instructor Evaluator
2. Requirements to be an Advanced Referee Instructor Evaluator
3. Criteria for qualification as an Advanced Referee Instructor
4. Administrative requirements
5. Techniques for discussing information

6. Student Skills Acquired

1. Knowledge of AYSO Referee Instructor Evaluation Program
2. Knowledge of criteria and characteristics necessary for a volunteer to become an Advanced Referee Instructor
3. Skills necessary to discuss performance with an Advanced Referee Instructor candidate

7. Prerequisites

1. Should be at least an Advanced Referee Instructor
2. Completed Referee Instructor Evaluator Course
3. Has performed at least 3 Basic Referee Instructor evaluations
4. Must be recommended by Section or National Referee staff

8. Materials

1. Advanced Referee Instructor Evaluation form
2. Student handouts

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9. Equipment

1. Overhead projector and screen or Computer & Projector.
2. Flip chart, dry or chalk board with markers or chalk

10. Instructor Notes:

Order of Classes:

Class 1	Introduction & Role and Criteria for Evaluators	¼ hour
Class 2	Points of Evaluation for Advanced Referee Instructors	1 hour
Class 3	Administrative Requirements	¼ hour
Class 4	Techniques for Conducting Review	1 ½ hour

The instructor, in a positive manner, should discuss the possibility of failure of students to successfully complete this course. The instructor should make certain that course students are aware that up-grading to advanced evaluator requires additional special set of skills and aptitudes including special communications skills to deal with more experienced volunteers. Because of these skills and aptitudes, not all students will demonstrate them sufficiently to perform adequately as an advanced evaluator. Failing to meet the standards to become an Advanced Evaluator is not a reflection of any individual's ability to continue to be an effective instructor or Referee Instructor Evaluator of basic and intermediate instructors.

11. Body (Lesson Procedure)

2. Class 1-Introduction (1/4 hour): The purpose of the referee instructor evaluation program is to improve the quality of AYSO instructors by evaluating prospective Advanced Referee Instructor performance in actual teaching situations and to positively feedback to the candidate performance results. There are two levels of Referee Instructor Evaluators;
 - i. Referee Instructor Evaluator: Evaluates performance of Basic and Intermediate Referee Instructors.
 - ii. Advanced Instructor Evaluator: Evaluates performance of Advanced Referee Instructors.
 - iii. Role of the Evaluator: The role of the evaluator is to:
 1. Evaluate performance by observing the candidate in actual teaching situations
 2. Determine if performance meets minimum standards
 3. Provide positive feed back to the prospective advanced instructor
 4. Participate in training being conducted, when possible, with the prospective instructor to be evaluated
 5. Complete administrative requirements

- a. Completion of forms
- b. Forward recommendations to proper authority
- iv. Criteria for Advanced Referee Instructor Evaluators:
 - 1. Should be at least an Advanced Referee Instructor
 - 2. Successfully completed Referee Instructor Evaluator Course
 - 3. Has performed at least 3 Basic/Intermediate Referee instructor evaluations
 - 4. Must be an AYSO registered volunteer and be recommended to attend Advanced Referee Instructor Evaluator Course by Section or National Referee staff
 - 5. Successfully completed Advanced Referee Instructor Evaluator Course
- v. Criteria for Advanced Referee Instructor:
 - 1. Fully qualified Intermediate Referee Instructor
 - 2. Complete applicable AYSO Unified Instructor Component
 - 3. Completed Advanced Referee Instructor Course
 - 4. Passed Advanced Referee Instructor Examination
 - 5. Passed Advanced Referee Instructor evaluations
 - a. As instructor in at least one hour of referee modules 14 through 24 or a Section Meeting referee workshop with a qualified Advanced Referee Instructor Evaluator, **and**
 - b. As instructor in at least one hour of different referee modules 20 through 24 with a different qualified Advanced Referee Instructor Evaluator.
 - c. One of the above evaluations should be as lead instructor in the Intermediate Referee Course
- 1. Class 2-Discussion of points for evaluation of Advanced Referee Instructors (1 hour). Instructor should discuss each point and ensure that minimum standards are clearly understood

Instructor Note: Much of the material contained in the pre-class, presentation, knowledge and lead instructor section of the lesson plan is a repeat of material in the Referee Instructor Evaluation Course. As such, it should be treated as a review with emphasis on increased standards of performance for the Advanced Referee Instructor.

Those items to be emphasized are noted in italics (*emphasis*).

- vi. Pre-Class
 - 1. Proper training aids available
 - 2. Training aids necessary to meet lesson plans
 - Training aids required by the lesson plan

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- (*emphasis*) Demonstrate the use of creative training aids developed by the instructor for the lesson plan
- 3. Class material & handouts available
 - Class material and hand-outs outlined in the lesson plan
 - (*emphasis*) Supplements lesson plan material, as appropriate
- 4. Space adequate for requirements
 - Space provided is adequate for the requirements of the lesson plan
 - If adequate space is not available, makes necessary adjustments to conduct lesson plan in space available
- 5. Appearance of instructor
 - Properly dressed-uniform if required
 - Professional appearance
 - Highest standards of appearance is expected

Minimum Standards: Must meet or exceed all requirements of the pre-class components and is expected to present a highly professional personal appearance. The instructor must demonstrate flexibility and creativity if problems develop in training aids, physical space or class material and handouts. Creativity should be demonstrated throughout the presentation.

vii. Presentation

1. Gave adequate introduction
 - Introduces self
 - Introduces course and course goals

Minimum Standards: Exceeds standards for introduction

2. Provided bridge from previous material
 - Ties directly to previous material
 - Places lesson plan in proper context of AYSO

Minimum Standard: Directly ties material to AYSO or other material

3. Met lesson plan goals

Minimum Standard: Must meet or exceed all goals stated in the lesson plan and confirm this learning with proper techniques throughout the presentation (e.g. Adequate summaries of material and seeking questions for confirmation)

4. Met lesson plan learning objectives
 - Provides material that covers all learning objectives in the lesson plan

Minimum Standard: Provides class with a thorough understanding of material that meets all of the learning objectives. Understanding must be properly confirmed

5. (*emphasis*) Demonstrated creativity in presentation

- Identifies needs of students
- Uses creative approach to subject material
- Identifies learning deficiencies and adjusts lesson plan to correct deficiencies.

Minimum Standards: Demonstrates creativity that enhances the student experience

6. (*emphasis*) Involved all students and co-instructors in presentations

- Avoids using lecture
- Emphasizes demonstration and direct participation
- Effectively uses co-instructors in presentations
- Encourages class participation
- Encourages questions from class

Minimum Standards: Expected to have significant class and co-instructor participation that is well managed and remains on subject

7. (*emphasis*) Used multiple training aids properly

- Use proper training aid for proper emphasis
- Multiple training aids that enhanced learning process

Minimum Standard: Must demonstrate the ability to use multiple training aids effectively and must use training aids to enhance learning

8. Answered questions adequately

- Listened to questions
- Answered directly to the point of the question
- Gave proper factual information in answering

Minimum Standards: Is expected to use proper questioning techniques at all times through out the presentation and answer questions directly and accurately

9. Maintained adequate control of class

- Kept class on subject
- Avoided student(s) monopolizing the class

Minimum Standards: Class was completed without undue disruption from any student(s). Effectively controls any challenges of class control in a positive manner. Must not “talk down” to students

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10. Completed presentation on time
- Managed time well to cover all material
 - Completed presentation within the time frame scheduled
- Minimum Standards: Completes the course on time while devoting appropriate time to each teaching requirement. Is constantly managing time when others are presenting**
11. Provided bridge to future presentation(s)
- Ties directly to previous material
 - Places lesson plan in proper context of AYSO
- Minimum Standard: Effectively provides bridge to other material and offers an adequate summary of material presented**
12. Style
- Gestures do not distract
 - Pronunciation, enunciation good
 - Voice level audible and varied
 - Humor appropriate
 - Stories illustrate lesson content
- Minimum Standard:**
- **Advanced-Style enhances presentation**

The evaluator must differentiate between entertainment and instruction. Advanced Instructor candidates often use humor, stories, and an animated style of presentation. These entertaining styles must be carefully evaluated to ensure that the entertainment value of the presentation does not adversely affect the instructional value. Evaluators must be certain that whatever style is used the goals and objective of each presentation are met. These goals and objectives should not be obscured by the style of presentations.

viii. Knowledge

1. General law knowledge
 - Must demonstrate exceptional law knowledge
 - Does not “make up” or guess at laws
 - Admits when instructor does not have law knowledge and then finds proper answer and source
 - (*emphasis*) Is knowledgeable with FIFA and USSF supplemental material
2. Law knowledge specific to presentation
 - Must demonstrate complete knowledge commensurate with experience and referee level
 - Does not “make up” or guess at laws

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- Admits when instructor does not have law knowledge and obtains proper answers
3. AYSO information specific to presentation
 - Must have general knowledge of AYSO Rules & Regulations and special AYSO application of FIFA Laws
 - Should not give local (Regional) rules as AYSO doctrine
 - AYSO National Referee Program
 - Requires appropriate knowledge of the program

Minimum Standards:

2. **Candidate must provide factually correct information within the scope of the course. Providing incorrect information, especially within the Laws of the Game or failure to correct incorrect information provided by others will result in an additional evaluation.**
 3. **Must have a thorough knowledge of AYSO Rules and Regulations, the AYSO National Referee Program, and FIFA & USSF supplemental information.**
 4. **Must understand and comply with all education requirements including properly scheduling and registering courses and proper roster protocol**
- ix. Lead Instructor
1. Properly registered course/modules
 - Must be properly registered prior to conducting of course
 - Roster must be completed and properly returned
 2. Arranged for adequate space
 - Class room
 - Outdoor, if applicable
 - Gym, if applicable
 - Space for fitness test, if applicable
 3. Provided for adequate & qualified co-instructors
 - Properly listed on roster
 - Assignments prior to class
 4. Course provided well-coordinated program
 5. All material required for course provided
 - Provided to co-instructors prior to course
 - Sufficient quantity available for class
 6. (*emphasis*) Supported needs of co-instructors
 - Acts as co-instructor when needed
 - Does not disrupt lessons taught by co-instructors

- Monitors material presented by others
- 7. Maintained adequate control of course
 - Begins and ends on time
 - Adequate time devoted to each teaching point
- 8. Properly corrected any factual errors in presentations
 - Corrects in a positive manner
 - Correct in a manner that supports the co-instructors
- 9. Appearance of instructor
- 10. Administration
 - Course registration and roster administration
 - Scheduling and supporting co-instructors
 - Ensuring adequate facilities are available

Minimum Standards: Meets or exceed all of the administrative requirements and conducts activities that are under control and meets the lesson plan(s) objectives and learning objectives

- x. (*emphasis*) Requirements as instructor role model: Candidate must demonstrate actions as an effective role model to other instructors including:
 1. Being available prior to the conduct of lessons
 2. Being on time
 3. Supporting co-instructors throughout the presentation
 4. Conducts a post-class discussion with co-instructors to review and critique presentations and effectiveness of lessons
- Class 3- Administrative Requirements (1/4 hour)
 - i. Complete worksheet
 - ii. Discuss worksheet with candidate (see Class 4)
 - Present at least three areas where the candidate was effective
 - Cover two to three areas where the candidate can improve
 - Discuss in detail any factual errors presented
 - Discuss in detail any other standards that were not met that result in a need for a re-evaluation
 - Sign the evaluation form and give to candidate
 - If evaluation is satisfactory, sign candidate's AYSO Application for Referee Instructor Certification
- Class 4-Techniques for conducting the review (1 ½ hours) Give the candidate an opportunity to "cool down" before beginning the discussion

Instructor Note: Discuss with students that the review should be thorough and private. Discuss techniques to make the experience positive to the candidate.

The techniques listed below are similar to those provided in the Referee Instructor Evaluator Course. Emphasize the use of these techniques with more experienced instructors who are committed AYSO volunteers and developing a Win-Win discussion.

Discuss in detail establishing very high standards for Advanced Instructors and ensure that these standards are consistently applied.

It is recommended that role playing be used.

Emphasize that requiring a re-evaluation, especially with the Advanced instructor, is possible and should not be perceived as failure. Rather, it is designed to improve the instructor's techniques and to maintain high AYSO Standards

1. Conduct the review in a private and relaxed environment
2. Allow the candidate to offer a personal critique of performance first and respond to that information
3. Start with emphasizing positive performance
4. Always be positive
5. Use phrases such as:
 - "You might try..."
 - "Have you considered..."
 - "The reaction from the students (co-instructors) appeared to be..."
 - "Other successful instructors often..."
 - "We..." Avoid I and you phrases
6. Clearly discuss factual errors with
 - Specific examples
 - Correct references to Laws or Regulations
7. Develop a specific plan for improvement when re-evaluation is required
8. Always get confirmation of areas for improvement from the candidate
9. Never demean or insult the candidate
10. Remember the Advanced Instructor candidate is a committed AYSO volunteer who has demonstrated skills that have resulted in promotion to Intermediate Referee Instructor.
11. Make certain that when an instructor is to be re-evaluated the instructor understands that they can continue to teach classes authorized for the Intermediate Referee Instructor.
12. Use your own personality and style when conducting the review with the candidate.

Instructors should use role playing, demonstrations or scenarios during this class.

The following are possible scenarios for use (Instructors are encouraged to develop others to emphasize the requirements for an effective instructor):

Scenario # 1

An Advanced Instructor candidate has met all of the objectives of the lesson plan (Module 21 Off Side-Advanced). In your opinion it did not meet the minimum standards for an Advanced Instructor and the candidate should be reevaluated for the following reasons:

0. Did not refer to our use any USSF or FIFA supplementary information.
 1. Tended to talk down to students
 2. Made limited use of training aids (No video, only a field drawn on the blackboard)
 3. Used no demonstrations and little class participation

Emphasize that the minimum objectives were met for the Module. However, advanced instructors are expected to demonstrate broad knowledge and should use quality visual support to deliver material.

Scenario # 2

Your candidate presented an extremely funny and entertaining presentation of Module 24- Reading the Game. He told very funny stories and gave vivid examples of improper positioning and send off situations that were thoroughly enjoyed by the students. His discussion of the diagonal system was brief with little opportunity for student questions. He did not discuss flow and control or the decision making process. You determine that he should be reevaluated.

An entertaining presentation can add significantly to the enjoyment of the audience and can significantly contribute to an effective presentation. An Advanced Instructor must understand the goals and objectives of the material presented and must make certain that the material is adequately presented to meet those goals.

Scenario # 3

An Advanced candidate presented Modules 14 and 19 in an Intermediate course where she was the lead instructor. She has been an AYSO volunteer in a variety of administrative positions for nearly 15 years. The presentations consistently exceeded the minimum standards for an Advanced Instructor. However as a lead instructor you noted the following deficiencies and determine that she should be reevaluated:

0. Was not available to be a co-instructor in three of the four remaining modules. As a result, they were taught by one instructor.
1. Corrected factual errors in Module 15 Fouls Misconduct and Foul Play-Intermediate in a demeaning manner to the embarrassment of the instructor.
2. Spent little or no time in the modules taught by others.

3. Conducted no post-course wrap-up discussion with instructors.

The role of the lead instructor is as important as a quality presentation of material. The responsibility of the Advanced Instructor is to act as a role model for other instructors and to support and encourage others

Scenario # 4

An Advanced candidate taught Module 15 Fouls Misconduct and Foul Play-Intermediate in a clear and logical manner. Demonstrations, training aids and class hand outs were used especially effectively. Based on the following observations you determine that the candidate should be reevaluated:

0. He insisted, in spite of a lively class discussion, that the referee should change a trip in the Penalty Area to dangerous play if the fouled team is ahead by more than three goals.
1. Neutral Assistant Referees should only be permitted to call fouls that are directly in front of them and only when the referee is at least 30 yards from the play.

Conducting a clear and logical presentation is very important to good learning. However, failing to provide proper guidance to referees within the Laws of the Game, Spirit of the Game and in keeping with sound referee team objectives is a disservice to the student. Advanced Instructors are expected to understand these factors.

Attached to this lesson plan are examples of completed AYSO Referee Evaluation forms. Divide the class into teams (or individuals for a small class) to review the forms and:

- 1. Determine if the candidate should be passed or reevaluated.**
- 2. List the positive and negatives points to be covered in the discussion with the candidate.**
- 3. Conduct role playing to deliver the discussion**

Special Note: In the Samples provided there are no correct answer. In samples 1 & 2 the candidate could be passed or reevaluated. In Samples 3 & 4 the candidate is likely to be required to be reevaluated. It is important that the evaluator candidate justify the basis for the decision.

Sample # 1-Advanced Instructor

Candidate should be passed or reevaluated

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Points of emphasis: Questioning techniques and answering student questions are extremely important. Deficiencies in this area may or may not be off set by other strong points of the presentation

Positive:

- 0. Good use of small groups and class participation
- 1. Read the students well
- 2. Use of training aids good
- 3. Good role model

Negative:

- 0. Not using proper questioning techniques are important to Advanced Instructors
- 1. Questions not completely and clearly answered
- 2. Lack of use of co-instructors

Sample # 2 Advanced Instructor- Lead Instructor

Candidate should be passed or reevaluated

Points of emphasis: Consistently only meeting minimum standards may not be sufficient to be promoted to Advanced Instructor. Creativity and proper control of the course/module are key characteristics of an Advanced Instructor. Failing to demonstrate these characteristics may result in reevaluation.

Positive:

- 0. Consistently met minimum standards
- 1. Good use of demonstrations
- 2. Good questioning techniques
- 3. Lead Instructor- Quality instructors
- 4. Lead Instructor- Good control and support

Negative:

- 0. Lost control of outdoor presentation
- 1. Lack of creativity
- 2. Lead Instructor- Inadequate wrap-up

Sample # 3 -Advanced Instructor

Candidate should be reevaluated unless properly justified

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Points of emphasis: An attractive, entertaining presentation using excellent training aids may not be sufficient if law knowledge and basic qualities of instruction are weak. Acting as a positive, supporting role model is an important to an Advance Instructor.

Positive:

0. Positive style
1. Adapted class to students
2. Excellent use of multiple training aids
3. Creative presentation

Negative:

0. Weak law knowledge
1. Lack of material
2. Did not answer questions
3. Poor role model
4. Did not use co-instructors

Sample # 4-Advanced Instructor- Lead Instructor

Candidate should be reevaluated unless properly justified

Points of emphasis: Adequate presentation of material by an instructor who is a lead instructor is not sufficient to overcome shortcomings as a lead instructor.

Positive:

0. Good use of space and training aids
1. Adapted well to students
2. Lead Instructor- Good correction of errors in other presentations
3. Lead Instructor- Good wrap-up

Negative:

0. Work on weak monotone voice
1. Lead Instructor- Lack of instructors
2. Lead Instructor- Failed to meet all Teaching Plan goals
3. Lead Instructor- Lack of material
4. Lead Instructor- Not available to other instructors

2. Conclusion (Closure) (1/4 hour)

Review

- Goal of the Referee Instructor Evaluation Program is to improve the overall performance of AYSO Referee Instructors.
- Objectives of this course.

Program: Referee

Lead Instructor: Advanced
Referee Evaluator

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- Provide an understanding of the performance criteria for an Intermediate Referee Instructor to become an Advanced Referee Instructor.
- Understand the administrative requirements as an Advanced Referee Instructor evaluator.
- Give the Advanced Referee Instructor Evaluator the necessary tools and skill to implement Referee Instructor Evaluation Program

3. Bridge None

Referee Evaluator Advanced Course
Student Material

Scenarios:

Scenario # 1

An Advanced Instructor candidate has met all of the minimum standards of the lesson plan (Module 21 Off Side-Advanced). In your opinion it did not meet the minimum standards for an Advanced Instructor and the candidate should be reevaluated for the following reasons:

1. Did not refer to our use any USSF or FIFA supplementary information.
 2. Tended to talk down to students
 3. Made limited use of training aids (No video only a field drawn on the blackboard)
 4. Used no demonstrations and little class participation
-

Scenario # 2

Your candidate presented an extremely funny and entertaining presentation of Module 24-Reading the Game. He told very funny stories and gave vivid examples of improper positioning and send off situations that were thoroughly enjoyed by the students. His discussion of the diagonal system was brief with little opportunity for student questions. He did not discuss flow and control or the decision making process. You determine that he should be reevaluated.

Scenario # 3

An Advanced candidate presented Modules 14 and 19 in an Intermediate course where she was the lead instructor. She has been an AYSO volunteer in a variety of administrative positions for nearly 15 years. The presentations consistently exceeded the minimum standards for an Advanced Instructor. However as a lead instructor you noted the following deficiencies and determine that she should be reevaluated:

1. Was not available to be a co-instructor in three of the four remaining modules as a result they were taught by one instructor.
 2. Corrected factual errors in Module 15 Fouls Misconduct and Foul Play-Intermediate in a demeaning manner to the embarrassment of the instructor.
 3. Spent little or no time in the modules taught by others.
 4. Conducted no post-course wrap-up discussion with instructors.
-

Scenario # 4

An Advanced candidate taught Module 15 Fouls Misconduct and Foul Play-Intermediate in a clear and logical manner. Demonstrations, training aids and class hand outs were used especially effectively. Based on the following observations you determine that the candidate should be reevaluated:

1. He insisted, in spite of a lively class discussion, that the referee should consider changing a trip in the Penalty Area to dangerous play if a team is ahead by more than three goals.
 2. Neutral Assistant Referees should only be permitted to call fouls that are directly in front of them and only when the referee is at least 30 yards from the play.
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Sample 1

AYSO Referee Instructor Evaluation Form

Instructor: I. B. Goode	Evaluator: Seymour Staff
Date: 4/11/XX	Location: Area A w
Course/Module(s): Mod 17 Coach & Player	
Level Evaluated: Basic _____ Intermediate _____ Advanced <u>XX</u> Lead Instructor _____	

Definitions of scores for evaluation: 1= Fails to meet minimum standards; 2= Sometimes meets minimum standards; 3= Meets minimum standards; 4= Sometimes exceeds minimum standards; 5= Consistently exceeds minimum standards

Observation	1	2	3	4	5	Comments
All Instructor Candidates						
Ensured proper training aids available			√			
Ensured necessary class materials and hand-outs available			√			
Utilized available space and conditions to best advantage				√		Good small groups
Appearance of instructor appropriate				√		
Gave adequate introduction			√			
Provided bridge from previous material			√			
Met lesson plan goals				√		
Met lesson plan learning objectives			√			
Obtained adequate class participation				√		Good small groups
Used training aids properly			√			
Answered questions adequately		√				
Maintained adequate control of class			√			
Completed presentation on time			√			
Provided bridge to future presentation(s)		√				
Style did not detract from presentation				√		
Demonstrated general Law knowledge*			√			
Demonstrated Law knowledge specific to presentation*			√			
Presented accurate AYSO information specific to presentation			√			
Demonstrated knowledge of AYSO National Referee Program				√		
Intermediate and Advanced Instructor Candidates Only						
Adapted presentation to needs of students				√		Reorg. Groups when needed
Used proper questioning techniques		√				More open, better summary
Used multiple training aids properly				√		
Understood the Lead Instructor requirements						
As Lead Instructor, properly registered course/modules						
As Lead Instructor, arranged for adequate space and conditions						
As Lead Instructor, provided for adequate/qualified co-instructors						
As Lead Instructor, provided well coordinated program						
As Lead Instructor, met all Teaching Plan goals and objectives						
As Lead Instructor, ensured all required material available						
As Lead Instructor, supported needs of co-instructors						
As Lead Instructor, maintained adequate control of course						
As Lead Instructor, corrected any factual errors in presentations						
Advanced Instructor Candidates Only						
Demonstrated creativity in presentation			√			
Involved all students and co-instructors in presentations		√				Better use co-inst.
Understood requirements as instructor role model			√			
As Lead Instructor, acted as mentor to co-instructors						
As Lead Instructor, conducted post-course wrap-up						

*Notes:

1. Presentation of factual errors or failing to correct factual errors will require the candidate to be re-evaluated.
2. It is recommended that evaluators also participate as co-instructors in courses/modules presented for evaluation.

Sample 2

AYSO Referee Instructor Evaluation Form

Instructor: I. B. Goode	Evaluator: Seymour Staff
Date: 4/11/XX	Location: Area A
Course/Module(s): Intermediate/Mod 16 Off side/AR	
Level Evaluated: Basic <u> </u> Intermediate <u> </u> Advanced <u>XX</u> Lead Instructor <u>XX</u>	

Definitions of scores for evaluation: 1= Fails to meet minimum standards; 2= Sometimes meets minimum standards; 3= Meets minimum standards; 4= Sometimes exceeds minimum standards; 5= Consistently exceeds minimum standards

Observation	1	2	3	4	5	Comments
All Instructor Candidates						
Ensured proper training aids available			√			
Ensured necessary class materials and hand-outs available			√			
Utilized available space and conditions to best advantage			√			
Appearance of instructor appropriate			√			
Gave adequate introduction			√			
Provided bridge from previous material			√			
Met lesson plan goals			√			
Met lesson plan learning objectives			√			
Obtained adequate class participation				√		Good Demos
Used training aids properly			√			
Answered questions adequately			√			
Maintained adequate control of class		√				Lost control outside
Completed presentation on time			√			
Provided bridge to future presentation(s)			√			
Style did not detract from presentation			√			
Demonstrated general Law knowledge*			√			
Demonstrated Law knowledge specific to presentation*			√			
Presented accurate AYSO information specific to presentation			√			
Demonstrated knowledge of AYSO National Referee Program			√			
Intermediate and Advanced Instructor Candidates Only						
Adapted presentation to needs of students			√			
Used proper questioning techniques				√		Good open end & Confirmation
Used multiple training aids properly			√			
Understood the Lead Instructor requirements			√			
As Lead Instructor, properly registered course/modules			√			
As Lead Instructor, arranged for adequate space and conditions			√			
As Lead Instructor, provided for adequate/qualified co-instructors				√		All very good
As Lead Instructor, provided well coordinated program			√			
As Lead Instructor, met all Teaching Plan goals and objectives						
As Lead Instructor, ensured all required material available			√			
As Lead Instructor, supported needs of co-instructors			√			
As Lead Instructor, maintained adequate control of course				√		Stopped overtime Mods
As Lead Instructor, corrected any factual errors in presentations						
Advanced Instructor Candidates Only						
Demonstrated creativity in presentation		√				Too much lecture
Involved all students and co-instructors in presentations				√		Demos very good
Understood requirements as instructor role model			√			
As Lead Instructor, acted as mentor to co-instructors			√			
As Lead Instructor, conducted post-course wrap-up		√				Ok, but short

*Notes:

1. Presentation of factual errors or failing to correct factual errors will require the candidate to be re-evaluated.
2. It is recommended that evaluators also participate as co-instructors in courses/modules presented for evaluation.

Sample 3

AYSO Referee Instructor Evaluation Form

Instructor: I. B. Goode	Evaluator: Seymour Staff
Date: 4/11/XX	Location: Area A
Course/Module(s): Mod 23 Fouls & Miscond.	
Level Evaluated: Basic _____ Intermediate _____ Advanced <u>XX</u> Lead Instructor _____	

Definitions of scores for evaluation: 1= Fails to meet minimum standards; 2= Sometimes meets minimum standards; 3= Meets minimum standards; 4= Sometimes exceeds minimum standards; 5= Consistently exceeds minimum standards

Observation	1	2	3	4	5	Comments
All Instructor Candidates						
Ensured proper training aids available			√			
Ensured necessary class materials and hand-outs available		√				No Law Books
Utilized available space and conditions to best advantage			√			
Appearance of instructor appropriate				√		
Gave adequate introduction			√			
Provided bridge from previous material		√				Weak
Met lesson plan goals			√			
Met lesson plan learning objectives			√			
Obtained adequate class participation			√			
Used training aids properly			√			
Answered questions adequately		√				Rambling answers.
Maintained adequate control of class			√			Maybe too much
Completed presentation on time		√				Over 20 minutes
Provided bridge to future presentation(s)			√			
Style did not detract from presentation					√	Very entertaining
Demonstrated general Law knowledge*			√			
Demonstrated Law knowledge specific to presentation*			√			
Presented accurate AYSO information specific to presentation		√				OK, but weak
Demonstrated knowledge of AYSO National Referee Program				√		
Intermediate and Advanced Instructor Candidates Only						
Adapted presentation to needs of students				√		Knew students
Used proper questioning techniques				√		Good open end
Used multiple training aids properly					√	Excellent, creative
Understood the Lead Instructor requirements						
As Lead Instructor, properly registered course/modules						
As Lead Instructor, arranged for adequate space and conditions						
As Lead Instructor, provided for adequate/qualified co-instructors						
As Lead Instructor, provided well coordinated program						
As Lead Instructor, met all Teaching Plan goals and objectives						
As Lead Instructor, ensured all required material available						
As Lead Instructor, supported needs of co-instructors						
As Lead Instructor, maintained adequate control of course						
As Lead Instructor, corrected any factual errors in presentations						
Advanced Instructor Candidates Only						
Demonstrated creativity in presentation				√		
Involved all students and co-instructors in presentations		√				No co-instructors used
Understood requirements as instructor role model		√				Using co-instructors
As Lead Instructor, acted as mentor to co-instructors						
As Lead Instructor, conducted post-course wrap-up						

*Notes:

1. Presentation of factual errors or failing to correct factual errors will require the candidate to be re-evaluated.
2. It is recommended that evaluators also participate as co-instructors in courses/modules presented for evaluation.

Sample 4

AYSO Referee Instructor Evaluation Form

Instructor: I. B. Goode	Evaluator: Seymour Staff
Date: 4/11/xx	Location: Area A
Course/Module(s): Intermediate/Mod 14 Ref Team	
Level Evaluated: Basic _____ Intermediate _____ Advanced <u>XX</u> Lead Instructor <u>XX</u>	

Definitions of scores for evaluation: 1= Fails to meet minimum standards; 2= Sometimes meets minimum standards; 3= Meets minimum standards; 4= Sometimes exceeds minimum standards; 5= Consistently exceeds minimum standards

Observation	1	2	3	4	5	Comments
All Instructor Candidates						
Ensured proper training aids available			√			
Ensured necessary class materials and hand-outs available						
Utilized available space and conditions to best advantage				√		Well organized
Appearance of instructor appropriate					√	
Gave adequate introduction			√			
Provided bridge from previous material			√			
Met lesson plan goals			√			
Met lesson plan learning objectives			√			
Obtained adequate class participation			√			
Used training aids properly				√		
Answered questions adequately			√			
Maintained adequate control of class			√			
Completed presentation on time			√			
Provided bridge to future presentation(s)			√			
Style did not detract from presentation		√				Voice weak & mono
Demonstrated general Law knowledge*			√			
Demonstrated Law knowledge specific to presentation*			√			
Presented accurate AYSO information specific to presentation			√			
Demonstrated knowledge of AYSO National Referee Program			√			
Intermediate and Advanced Instructor Candidates Only						
Adapted presentation to needs of students				√		
Used proper questioning techniques			√			
Used multiple training aids properly			√			
Understood the Lead Instructor requirements			√			
As Lead Instructor, properly registered course/modules			√			
As Lead Instructor, arranged for adequate space and conditions			√			
As Lead Instructor, provided for adequate/qualified co-instructors		√				Too few instructors
As Lead Instructor, provided well coordinated program		√				Insufficient support
As Lead Instructor, met all Teaching Plan goals and objectives			√			Mods. 15 & 18 weak
As Lead Instructor, ensured all required material available		√				Law Books & rules & regs.
As Lead Instructor, supported needs of co-instructors		√				Not avail all mods.
As Lead Instructor, maintained adequate control of course			√			
As Lead Instructor, corrected any factual errors in presentations				√		
Advanced Instructor Candidates Only						
Demonstrated creativity in presentation			√			
Involved all students and co-instructors in presentations		√				Too few instructors
Understood requirements as instructor role model			√			
As Lead Instructor, acted as mentor to co-instructors			√			
As Lead Instructor, conducted post-course wrap-up				√		Good review

*Notes:

1. Presentation of factual errors or failing to correct factual errors will require the candidate to be re-evaluated.
2. It is recommended that evaluators also participate as co-instructors in courses/modules presented for evaluation.