



PROCEDURES FOR USE OF NEW REFEREE COURSE ROSTER

A new Referee Attendance Roster has been developed that will accommodate candidates attending individual referee modular training sessions as well as those attending a complete referee training course. Supplementing the new referee roster is a new Application for Referee Certification (Upgrade) form that is also designed to track attendance on a module by module basis. The new roster and Upgrade form are available on the aysohelp.org web site.

Referee Instructors should remind the attendees that the Application for Referee Certification form is their record of completion of individual upgrade requirements and that they should make sure they have the form appropriately signed as each requirement is completed. Once all upgrade requirements are completed, the form can be submitted for upgrade and a new badge. Instructors should ensure they have a supply of blank upgrade forms available if needed and make sure they sign each attendee's form at the conclusion of the training.

The new Referee Attendance Roster can be used to verify attendance at individual modules by checking the module number completed next to the attendee's name or by checking the particular course if the entire course was completed. It is not necessary to obtain a new roster for each individual module taught even if modules are taught over a period of time.

The Instructor should keep the roster until all training modules have been offered which the instructor intended to offer and then the roster should be returned to the NSTC (retain a copy). For example; The Basic Referee Course modules might be offered over a period of several weeks and as each module is taught, the instructor will check off the modules completed for each attendee at the conclusion of that module. The Instructor will keep the roster until all modules have been taught, checking off the names of attendees as the modules are completed. Once all modules have been taught, the Instructor can send the roster to the NSTC. There may be some individuals who missed attending a module or two and that will be recorded by the NSTC plus the individual will have his or her upgrade form to verify completed modules and only need attend the missing modules the next time they are offered.

The NSTC will keep record of modules attended, the individual referee should also keep his/her own records, and it is strongly recommended that Instructors retain a copy of the rosters from their training sessions. The intent of modular training is to make it more convenient for referees to attend training whether they are interested in upgrading or not. We hope that the new forms and new procedure will assist in that endeavor.

Thank you for volunteering your time and talent as an AYSO Referee Instructor. Your efforts are greatly appreciated.

AYSO Referee Attendance Roster

Course Number: _____	Roster Number: _____	Page _____ of _____
Section/Area/Region: _____	Lead Instructor: _____	Course ID: _____
Contact Person: _____	Lead Instr. Phone: _____	Training Date: _____
Contact Person Phone: _____	Co-instructor: _____	Total Attendees: _____
Contact Person email: _____	Co-instr. Phone: _____	Date Received: _____

Instructor Note: Stress the importance of attendees retaining their own training records. Have extra copies of the AYSO Application for Referee Certification form on hand in case they are needed. For modular training sessions done over an extended period of time, you may delay submitting the roster until the last session is finished. When all training is completed, return the original roster to the NSTC and retain a copy for you records. Please cross out the names of those who either did not complete or should not be credited for the training. Discard the tests after review. Return completed or canceled course rosters to: AYSO, 12501 S. Isis Ave., Hawthorne CA 90250. Phone (800) USA AYSO. Rosters, including canceled courses, may also be returned by email (rosteradmin@ayso.org) or by fax (310-643-5310). **ROSTERS MUST BE RETURNED TO THE NSTC FOR ATTENDEES TO RECEIVE CREDIT FOR THE TRAINING.**

Name: _____ Address: _____ City: _____ State, Zip: _____ Section/Area/Region: _____ Telephone: _____ Email: _____	Check Basic Module(s) Completed: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ 11__ 12__ 13__ Check Intermediate Module(s) Completed: 14__ 15__ 16__ 17__ 18__ 19__ Check Advanced Module(s) Completed: 20__ 21__ 22__ 23__ 24__	Check if Complete Course: U-8 Official Course: _____ Asst. Ref. Course: _____ Basic Course: _____ Intermediate Course: _____ Advanced Course: _____ National Course: _____
---	---	--

Name: _____ Address: _____ City: _____ State, Zip: _____ Section/Area/Region: _____ Telephone: _____ Email: _____	Check Basic Module(s) Completed: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ 11__ 12__ 13__ Check Intermediate Module(s) Completed: 14__ 15__ 16__ 17__ 18__ 19__ Check Advanced Module(s) Completed: 20__ 21__ 22__ 23__ 24__	Check if Complete Course: U-8 Official Course: _____ Asst. Ref. Course: _____ Basic Course: _____ Intermediate Course: _____ Advanced Course: _____ National Course: _____
---	---	--

Name: _____ Address: _____ City: _____ State, Zip: _____ Section/Area/Region: _____ Telephone: _____ Email: _____	Check Basic Module(s) Completed: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ 11__ 12__ 13__ Check Intermediate Module(s) Completed: 14__ 15__ 16__ 17__ 18__ 19__ Check Advanced Module(s) Completed: 20__ 21__ 22__ 23__ 24__	Check if Complete Course: U-8 Official Course: _____ Asst. Ref. Course: _____ Basic Course: _____ Intermediate Course: _____ Advanced Course: _____ National Course: _____
---	---	--

Name: _____ Address: _____ City: _____ State, Zip: _____ Section/Area/Region: _____ Telephone: _____ Email: _____	Check Basic Module(s) Completed: 1__ 2__ 3__ 4__ 5__ 6__ 7__ 8__ 9__ 10__ 11__ 12__ 13__ Check Intermediate Module(s) Completed: 14__ 15__ 16__ 17__ 18__ 19__ Check Advanced Module(s) Completed: 20__ 21__ 22__ 23__ 24__	Check if Complete Course: U-8 Official Course: _____ Asst. Ref. Course: _____ Basic Course: _____ Intermediate Course: _____ Advanced Course: _____ National Course: _____
---	---	--

AYSO Referee Attendance Roster

Course _____ Roster # _____ Instructor _____ Page _____ of _____

Name: _____
 Address: _____
 City: _____
 State, Zip: _____
 Section/Area/Region: _____
 Telephone: _____
 Email: _____

Check Basic Module(s) Completed:
 1__ 2__ 3__ 4__ 5__ 6__ 7__
 8__ 9__ 10__ 11__ 12__ 13__

Check Intermediate Module(s) Completed:
 14__ 15__ 16__ 17__ 18__ 19__

Check Advanced Module(s) Completed:
 20__ 21__ 22__ 23__ 24__

Check if Complete Course:
 U-8 Official Course: _____
 Asst. Ref. Course: _____
 Basic Course: _____
 Intermediate Course: _____
 Advanced Course: _____
 National Course: _____

Name: _____
 Address: _____
 City: _____
 State, Zip: _____
 Section/Area/Region: _____
 Telephone: _____
 Email: _____

Check Basic Module(s) Completed:
 1__ 2__ 3__ 4__ 5__ 6__ 7__
 8__ 9__ 10__ 11__ 12__ 13__

Check Intermediate Module(s) Completed:
 14__ 15__ 16__ 17__ 18__ 19__

Check Advanced Module(s) Completed:
 20__ 21__ 22__ 23__ 24__

Check if Complete Course:
 U-8 Official Course: _____
 Asst. Ref. Course: _____
 Basic Course: _____
 Intermediate Course: _____
 Advanced Course: _____
 National Course: _____

Name: _____
 Address: _____
 City: _____
 State, Zip: _____
 Section/Area/Region: _____
 Telephone: _____
 Email: _____

Check Basic Module(s) Completed:
 1__ 2__ 3__ 4__ 5__ 6__ 7__
 8__ 9__ 10__ 11__ 12__ 13__

Check Intermediate Module(s) Completed:
 14__ 15__ 16__ 17__ 18__ 19__

Check Advanced Module(s) Completed:
 20__ 21__ 22__ 23__ 24__

Check if Complete Course:
 U-8 Official Course: _____
 Asst. Ref. Course: _____
 Basic Course: _____
 Intermediate Course: _____
 Advanced Course: _____
 National Course: _____

Name: _____
 Address: _____
 City: _____
 State, Zip: _____
 Section/Area/Region: _____
 Telephone: _____
 Email: _____

Check Basic Module(s) Completed:
 1__ 2__ 3__ 4__ 5__ 6__ 7__
 8__ 9__ 10__ 11__ 12__ 13__

Check Intermediate Module(s) Completed:
 14__ 15__ 16__ 17__ 18__ 19__

Check Advanced Module(s) Completed:
 20__ 21__ 22__ 23__ 24__

Check if Complete Course:
 U-8 Official Course: _____
 Asst. Ref. Course: _____
 Basic Course: _____
 Intermediate Course: _____
 Advanced Course: _____
 National Course: _____

Name: _____
 Address: _____
 City: _____
 State, Zip: _____
 Section/Area/Region: _____
 Telephone: _____
 Email: _____

Check Basic Module(s) Completed:
 1__ 2__ 3__ 4__ 5__ 6__ 7__
 8__ 9__ 10__ 11__ 12__ 13__

Check Intermediate Module(s) Completed:
 14__ 15__ 16__ 17__ 18__ 19__

Check Advanced Module(s) Completed:
 20__ 21__ 22__ 23__ 24__

Check if Complete Course:
 U-8 Official Course: _____
 Asst. Ref. Course: _____
 Basic Course: _____
 Intermediate Course: _____
 Advanced Course: _____
 National Course: _____