

## 2009 Procedures for Registration

### Important Points to remember:

1. All clinic attendees must be registered electronically.
2. A signed copy of the US Soccer registration form must be submitted to the office.
3. The Lead Instructor (LI) is responsible for seeing that 1 and 2 are done in a timely manner (within 7 days of clinic).

### General Steps to Registration

1. Clinic attendees register on-line at [www.stsr.org](http://www.stsr.org) prior to the date of the clinic. Clinic information, including dates/times/location and cut-off date is set by the DDRI/ADRI.
2. Attendees will also complete US Soccer registration form at the same time. Payment by credit card at check-out is preferred, but attendees may also select to pay by check. Due dates for checks are provided at checkout. Checkout **MUST** be done prior to cutoff date. Checks must be received by DDRI/ADRI before by cutoff date.
3. On occasion, an attendee may ask to register on the day of the clinic. **ONLY THE LEAD INSTRUCTOR MAY APPROVE AN ON-SITE REGISTRATION.** In the event the LI approves an on-site registration, it becomes the responsibility of the lead instructor to see that the attendee's information is electronically submitted, and relevant score information is posted in the clinic summary with all other attendees. No alteration of this procedure is permitted. For assistance in adding someone to the electronic roster, contact the operations manager by email ([dir@stsr.org](mailto:dir@stsr.org)) with attendees information.
4. Prior to the clinic, the lead instructor should make 2 copies of the electronic registration form for each participant. See below for distribution of each form. Participants should sign both copies at the beginning of the clinic.
5. The Lead Instructor for each clinic must within 3 days of clinic completion enter all testing information for the clinic on-line, and update registration lists if necessary due to on-site registrations.
6. The Lead Instructor for each clinic must within 7 days of clinic completion complete the clinic summary and all paperwork, and mail to the office. Only when the materials are received will the SDI be notified that ERs may be approved for payment.

### Specific Steps for Grade Levels

#### A. Entry Level Clinics

1. In all Entry Level Clinics (grade 08 or grade 09) for any participant passing, one signed copy of the US Soccer registration form is given to the referee, and one copy is mailed to the office. **Badges are also distributed at the completion of the clinic for those passing.** The Lead Instructor is responsible for insuring these materials are given to the referees. In the event badges are not provided by the state office in time, the Operations Manager will be responsible for distributing badges by mail.
2. In the event a participant does not pass, the Lead Instructor provides them with **BOTH** copies of the registration form with test score recorded which they will take to the retest. The failing test score **must** also be entered by the LI electronically. The LI or the DDRI/DDRA will provide information regarding retesting. When successfully retesting, the DDRI/ADRI will direct the examiner to include the new score, along with date of testing, and provide the

student one copy of the form. The other copy will be sent to the state office with RETEST noted on the form. The DDRI/ADRI may update the online test score.

#### B. Recertification for Grades 09-08-07-Emeritus

1. In Recertification clinics for grades 09 to 07, for any participant passing, one signed copy of the US Soccer registration form is given to the referee, and one copy is mailed to the office. **Badges are also distributed at the completion of the clinic for those passing.** Lead Instructor **MUST CHECK** that the passing score is appropriate for the grade level (75 vs 85). The Lead Instructor is responsible for insuring these materials are given to the referees. In the event badges are not provided by the state office in time, the Operations Manager will be responsible for distributing badges by mail.
2. For grades 09 and 08, that is all that is required for recertification.
3. For all Emeritus grades, give them one copy of the registration and send one to the office. Their badges will be mailed by the SRA.
4. Grade 07 is given additional information and form. They must understand that they are **Pending** Grade 07s, until they provide assessment information on the additional form. This additional form (Referee Registration Checklist) must be sent to the SRA prior to January 1. Any **Pending** Grade 07 on January 1 will be registered at that time as a Grade 08, and must make arrangements to regain grade after that.
4. In the event a participant does not pass, the Lead Instructor provides them with **BOTH** copies of the registration form with test score recorded which they will take to the retest. The failing test score must also be entered by the LI electronically. The LI or the DDRI/DDRA will provide information regarding retesting. When successfully retesting, the DDRI/ADRI will direct the examiner to include the new score, along with date of testing, and provide the student one copy of the form. The other copy will be sent to the state office with RETEST noted on the form.

#### C. Recertification for Grades 06-05

1. State level referees will follow the Recertification process provided to them by the SRA. All are expected to have completed recertification measures (testing, assessment) prior to the State Referee Recertification clinic.

#### D. Upgrade Clinics

1. Participants at upgrade clinics will follow the registration process provided to them by the SRA or designee at the upgrade clinic.

#### ADDITIONAL CHARGE FOR LATE SUBMISSION

The State Referee Committee (SRC) has approved a late charge of \$25 to be added to any recertification registration submitted (mailed) to the state office after January 31. The postmark will determine date of submission. Entry Level Clinics conducted after January 31 are exempt.

The Lead Instructor for each clinic agrees to the clinic registration responsibilities. The SRA oversees the registration process. Any questions/concerns regarding the process should be addressed to the SRA. Lead Instructors will report to the SRA regarding the registration process.

Lead Instructors will include two additional charges on their Expense Reports:

Budget Code 5549 provides for copies of the US Soccer registration forms. LIs should submit an amount equal to 10 cents per form printed. Budget Code 5540 provides each LI an additional \$10 for registration duties.

## REFEREE REGISTRATION CHECKLIST 2009

Completed Cover Form with USSF Registration Form and fee must be submitted to:  
 SRA, Steve Eells, 503 Pigeon Forge, Pflugerville, TX 78660  
*Incomplete Registration material will be returned.*

Last Name \_\_\_\_\_ First Name \_\_\_\_\_

USSF ID \_\_\_\_\_ Current USSF Grade \_\_\_\_\_  
USSF Number must be completed

Request Upgrade to Grade \_\_\_\_\_

### CLINIC INFORMATION

Clinic Number \_\_\_\_\_ Clinic Location \_\_\_\_\_ Clinic Date \_\_\_\_\_

Written Test Score \_\_\_\_\_ Written Test Date \_\_\_\_\_ Instructor \_\_\_\_\_

PT Results  
 12 Min Run \_\_\_\_\_ 50 Meter \_\_\_\_\_ 200 Meter \_\_\_\_\_

PT Test Date \_\_\_\_\_ PT Instructor \_\_\_\_\_

### ASSESSMENTS

Date	Ref/AR	Assessor	Pass/Fail	Location	Teams	League	Division

Registration Fee: \$ \_\_\_\_\_

Check Number: \_\_\_\_\_

<u>Grade</u>	<u>Registration Fee</u>
7	\$ 55.00
6	\$ 85.00
5	\$ 85.00
Upgrade Current Year	\$25.00

<i>STSR Use Only</i>		
Approve	Decline	Comment
SRA	Date	