

## Form Instructions – Tournament Referee Plan

### Purpose:

A solid set of written guidelines that adequately describes the expectations for supplying referees for the tournament is essential to ensure games are administered fairly for all participants, and that each team understands what is required to earn their referee deposit refund. If these guidelines are not only comprehensive but is also well-organized, participants will find it them easier to read and refer to. The Referee Plan intends to describe to participants the procedure for supplying referees and the rules that are expected to be followed.

Many tournaments have unique local referee requirements that they follow, some intended to make them different than other competitions. However, there are a certain number of referee requirements that are common to many tournaments, and some that are mandatory for all.

A sample Referee Plan is provided on the website that includes most of the basic requirements for AYSO tournaments. Tournaments are encouraged to use this document as their “starter” Referee Plan; to be added to or subtracted from as necessary. The sample Referee Plan document is in two sections; initially, a standard set of AYSO Tournament referee requirements are listed. In the second part of the document, there is additional recommended wording for tournaments who want to include requirements that may more closely correspond to the format of their competition.

### Use:

- Edit the sample Referee Plan to meet the requirements of your tournament. However, when modifying this document for use in your own tournament we strongly encourage you to retain the format and categories in the order shown. This will have the following benefits –
- \* The Tournament Authorization process will be expedited since the familiar format will help the approvers more quickly review your application package.
- \* With well-organized Referee Plan there will be clearer understanding and less confusion for the tournament participants.
- \* Tournament participants who go from tournament to tournament who use the standard format will quickly see how your tournament’s Referee Plan compares to other tournaments.

When completed, this document should be included with the Tournament Authorization Form as part of the Tournament Application Package.

## Form Instructions – Tournament Referee Information Form

### Purpose:

The Tournament Referee Information Form is used for teams to list the referees who will be attending your tournament to represent their team. In addition, it requests that the Regional Referee Administrator and/or the Area Referee Administrator sign the form, indicating that the referees listed on the form are qualified as indicated.

A sample Referee Information Form is provided on the website, with a recommended format and content. You should tailor this document to fit the particulars of your tournament, or make sure your web-based process addresses the important aspects.

When completed, this document should be included with the Tournament Authorization Form as part of the Tournament Application Package.

### Recommendations:

Do you plan to bring a referee team – Y/N	Asking the applying team this information lets you know if you should be expecting a team to bring referees, or whether they are planning up front to forfeit the referee commitment fee.
Team Identification Information	The form should include team identification information, such as section/area/region, as well as the team name, age division/gender, and team uniform colors.
Referee Team Contact Person	List the name and contact information for a person who will act as the primary contact for the team of referees.
Form Instructions	Provide a brief explanation of the information requested on the form.
Referee Information	<p>Make sure you gather contact information about each Referee, which may include –</p> <ul style="list-style-type: none"> <li>• Name</li> <li>• Badge Level</li> <li>• Ability level by Age Division, both as a Center referee and as an Assistant referee</li> <li>• Whether they have a child as a player on this team</li> <li>• Telephone and email contact information</li> </ul>
Regional Referee Administrator Information	Gather contact information for the Regional Referee Administrator, and ask for that person's signature of approval for the referees who will be attending the tournament.
Area Referee Administrator Information	If your tournament rules require that the Area

	Referee Administrator approve referees for higher-level games, then you will want to gather the contact information and approval signature of that authority as well.
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Form Instructions – Tournament Referee Information Form

Form Instructions – Tournament Youth Referee Approval Letter

Purpose:

If your tournament rules require that a youth referee carry individual approval from his/her respective Regional Referee Administrator, then use this sample letter. Tournaments choose to use this process when they have concerns about the level of competition at their tournament, and want to ensure that the youth has sufficient experience to handle the competitive tournament environment.

A sample Youth Referee Approval Letter is provided on the website, with a recommended format and content. You should tailor this document to fit the particulars of your tournament, or make sure your web-based process addresses the important aspects.

If intended to be used, this document should be included with the Tournament Authorization Form as part of the Tournament Application Package.

Recommendations:

Youth Referee Information	In addition to the Youth name and AYSO Badge level, you also want to collect the age/date of birth.
Team Identification Information	The form should include team identification information, such as section/area/region, as well as the team name, age division/gender, and team uniform colors.
Regional Referee Administrator Information	Gather contact information for the Regional Referee Administrator, and ask for that person's signature of approval that the youth referee is capable of officiating at your tournament.