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## I. GENERAL POLICIES

### A. GOVERNMENT OF ASSOCIATION

1. North Texas State Soccer Association (NTSSA) shall be governed by its members, which shall consist of the Executive Officers of the Association and the recognized delegate from each Member Association in good standing according to the NTSSA Administrative Rule Book.
2. The chairman of the Referee Committee is an elected member of the NTSSA Executive Committee. The chairman shall be elected for a term of two (2) years and may succeed himself in office. The chairman is elected in even years. The chairman shall be a registered USSF Referee and shall report the activities of the State Referee Committee, in writing, at each regular monthly meeting of the NTSSA Executive Committee.

### B. REFEREES (NTSSA Rule 3.5)

1. In compliance with USSF Rules, all referees serving NTSSA and its affiliated Member Associations shall be registered with the USSF and NTSSA in accordance with current rules and regulations of the USSF National Referee Committee and the State Referee Committee.
2. All USSF referee training for certification will be under the direct supervision and direction of the State Referee Committee and SDI. No referee instructors other than those specifically trained and certified by USSF or the SDI are approved as instructors for basic referee clinics.
3. In accordance with current rules and regulations of the USSF National Referee Committee and the NTSSA State Referee Committee all referee assignors (or schedulers) must have satisfactorily completed the approved assignor clinic and be registered with USSF and NTSSA. The use of unregistered referee assignors is approved only in an emergency situation and is limited to the balance of the current season.

### C. CRIMINAL BACKGROUND CHECKS

1. Every person over the age of 17, who at any time could be expected in the performance of their duties to be alone with any registered youth player, must have on file with NTSSA a completed NTSSA Application and Consent for Criminal Background Check (NTSSA Adult Applicant).
2. For purposes of this procedure, at a minimum, all coaches, assistant coaches, managers, trainers, referees, volunteer administrators, board members, and staff/employees are included. Others may be included if they may be alone with registered youth players.
3. This process will take place annually at the time of referee registration and in accordance with the NTSSA Administrative Rule Book.

### D. REFEREE SYSTEM - OUTDOOR (NTSSA Rule 3.12)

1. The only approved referee system for all NTSSA competitions (both State and affiliated members) shall be the International Three-Referee system (a referee and two neutral assistant referee) employing FIFA Laws of the Game (as modified herein), officiating techniques, and mechanics. The order of preference when three registered referees are not available is as follows:
  - a. A USSF referee and one USSF assistant referee and one "certified" junior assistant referee.
  - b. A USSF referee and one USSF assistant referee and one club assistant referee.
  - c. A USSF referee and two certified "junior" assistant referees.
  - d. A USSF referee and one certified "junior" assistant referee and one club linesman.
  - e. A USSF referee and two club linesmen.
  - f. A USSF referee only.
2. Under no circumstances will the dual referee system of officiating be utilized for any NTSSA sanctioned games (which include all Member Associations league games, cup matches, and tournaments). Member Associations of NTSSA who attempt to employ this system of officiating will be declared not in good standing upon thirty (30) days written notice by the State Executive Committee. If they do not take immediate, positive steps to comply with this rule, the Member Association will be held to be not in good standing.
3. Coaches of NTSSA registered and affiliated teams shall not play a competitive league, cup, or tournament match under the dual system of officiating, nor can their teams be forced to forfeit said game(s) for refusing to play under the dual system.
4. The use of unregistered referees is approved only in emergency situations; then, the captain or coaches of two competing teams may decide on someone agreeable to both of them to officiate. In these circumstances, the decisions of that person serving as an emergency referee are just as binding as if he were a registered referee. A Member Association of NTSSA who attempts to circumvent the spirit of this rule by continually relying on this rule, or the excuse of referee unavailability as a reason not to insist upon the proper training and registration of all their referees, will be put on thirty (30) days written notice by the State Executive Committee that it is not in good standing with NTSSA. If it does not take immediate, positive steps to completely comply with this rule, the Association will be held not to be in good standing. Member Associations that desire to free registered referees for higher level competition may require coaches or adults of their Under 6, Under 8, and Under 10 teams to each officiate one-half of their own games.

### E. REFEREE SYSTEM – INDOOR

1. All indoor play shall be played in accordance with the current NTSSA - Rules for Indoor Play.
2. Indoor facilities may only use registered NTSSA Indoor Referees.
  - a. Two officials will be required for U-16, U-19 and amateurs.
  - b. Only one official shall be required for all play below U-16.

### F. PARTICIPATION OUTSIDE NTSSA

1. REFEREE

- a. Any NTSSA referee traveling outside his or her home state to work games must first inform the SRA. This can be done by email to the SRA directly.
  - b. Any referee traveling into NTSSA must provide proper credentials before being assigned to any games within NTSSA. These credentials may be provided by letter, email or voice contact from his/her home State SRA.
2. ASSESSORS
- a. USSF policies and procedures specifically prohibit assessors from traveling to another state to conduct assessments without the specific approval of the assessor's home state SDA and the SDA in the state where the assessment will occur. Any assessment given by an assessor without these permissions could be considered to be invalid.
- G. REVIEW AND DISTRIBUTION OF POLICY MANUAL
1. The Policy Manual will be reviewed yearly in January by the State Referee Committee.
  2. If any changes are necessary to the NTSSA Bylaws or Rules, the chairman will submit the rule change to the NTSSA Rules Committee for review.
  3. The Policy Manual will be posted on the NTSSA website and updated as changes are made and approved.
- II. NORTH TEXAS REFEREE COMMITTEE (NTRC)
- A. PURPOSE OF REFEREE COMMITTEE
1. Carry out the National Referee Development Program of the USSF.
  2. Develop the quality and quantity of Federation referees, assessors, instructors, and assignors, and register those referees, assessors, instructors and assignors required to serve NTSSA in achieving excellence in officiating, governance, education, and administration.
  3. The NTRC shall adopt the regulations and programs for instruction, examination, grading, registration, and administration of all USSF referees within the NTSSA in compliance with the programs and policies of NTSSA and the USSF National Referee Committee.
- B. ORGANIZATION OF REFEREE COMMITTEE
1. The North Texas Referee Committee shall consist of the Chairman, Program Directors, State Administrators and Coordinators and one member representing each administrative district as outlined in Part II. All members shall be appointed by the Chairman and approved by the NTSSA Executive Committee.
  2. Upon recommendation by the Chairman, the State Referee Administrator shall be appointed yearly by the NTSSA Executive Committee and may succeed himself in office.
  3. Each program director and area administrator is appointed by the SRC, with approval by the NTSSA Executive Board, and serves a two-year term.
  4. Terms automatically expire upon the election of a new SRC to enable the newly elected SRC to make appointments.
  5. Any eight (8) members of the Referee Committee shall constitute a quorum at meetings of this Committee. Three (3) members of this Committee shall constitute a quorum in matters related to disciplinary actions.
  6. The NTRC shall meet at times, dates, and places determined by the NTRC, but shall meet at least four (4) times a year.
    - a. Meetings will be held in conjunction with the NTSSA Annual General Meeting and the Semi-Annual General Meeting and on the last Saturdays in October and April of each year.
    - b. Proceedings of the NTRC shall be conducted in accordance with the latest authorized version of Robert's Rules of Order. A meeting of the NTRC shall be called on the request of any three (3) members of the NTRC. Each voting member of the NTRC shall have only one vote at a meeting.
  7. The Chairman shall preside at all meetings. In the absence of the Chairman, the SRA shall preside.
- C. AREA REFEREE COMMITTEE (NTSSA Bylaws 2.7.6)
1. Each NTSSA Referee Administrative Area will have its own Area Referee Committee comprised of that Area's State Referee Committee representative as Chairman, and the elected local referee's unit President (or playing association's director of officials or referee coordinator if there is no local referee association) from each local association in the Area.
  2. Each Area Referee Committee is to promptly disseminate all USSF National Referee Committee and NTSSA State Referee Committee policies, procedures, and programs to their respective local referee units, individual referees, and playing associations; and to act as advisors to the State Referee Committee forming a liaison between the playing associations, the local referees unit administration, and the individual referee in the field with NTSSA.
- D. NTRC MEMBERSHIP
1. State Referee Chairman (SRC)
  2. State Referee Administrator (SRA)
  3. State Director of Assessment (SDA)
  4. State Director of Instruction (SDI)
  5. State Indoor Referee Administrator (SIRA)
  6. State Assignor Coordinator (SAC)
  7. Area Administrators (AA)
  8. Administrative Assistant (non-voting member)
- E. RESPONSIBILITIES: Each program director and area administrator is responsible for his/her area of expertise under the direction of the SRC.
1. State Referee Chairman (SRC) - is elected by the member associations and sits on the Executive Board of North Texas Soccer. This term is for two years and there is no limit to the number of terms he may serve. As chairman of the Referee Committee, he oversees all referee programs, is responsible for the budget, attends hearings, talks to member referee associations, and attends workshops. He has only one vote on the promotion committee and in other elections only has the deciding vote in case of a tie. The chairman is helped with his duties by an administrative assistant who is a paid employee of North Texas Soccer.
  2. State Referee Administrator (SRA) - is responsible for registration of all referees. For those referees wanting to advance, the SRA receives a copy of the assessment and he then presents it to the Promotion Committee. Each year he also must

submit to US Soccer Federation the names of people for the FIFA International list of Referees and Assistant Referees and those making application to become National Referees. Nominations for referees to attend Southern Youth Regionals originate with the SRA. In addition the SRA has several direct reporting duties to the National Referee Committee. The SRA also attends workshops in North Texas as well as outside the area.

3. State Director of Assessment (SDA) - is responsible for the assessment of referees in North Texas. This can be from the grade 8 wanting to become a grade 7 all the way up to getting games and assessors from outside the North Texas area for our National and FIFA referees. The SDA is also responsible for Basic Assessor Clinics as well as State Assessor clinics. The SDA signs registrations for all assessors and for those seeking promotion as assessors. The North Texas SDA will serve as trainer for upper level assessors. He is called upon from time to time to send assessors to out-of-town tournaments for both youth and adults. He works closely with the Director of Instruction to determine what area referees need training and how to provide training for those wanting to advance.
  4. State Director of Instruction (SDI) - responsible for all training in North Texas. The SDI is also responsible for registration of all instructors. Each year he must sign registration forms for all instructors and those seeking promotion as instructors. Training provided includes the Basic Referee clinic all the way up to the advanced classes for upper level referees. As well as providing clinics for referees, he is responsible for Assistant Referee clinics and working with the SDA, assessor clinics. The SDI may be called upon to assist USSF and MLS efforts to host Professional Referee Clinics from time to time. The SDI must also keep abreast of all law changes and memorandums in order to make sure that instructors are teaching the most current information and ensure that the basic and refresher tests are the most current. He too must travel outside of North Texas for advanced training from time to time. Each year he must evaluate the number of instructors to the number of clinics taught to determine if more instructors are needed.
  5. State Indoor Referee Administrator (SIRA) - responsible for registration, recertification, instruction and assessment of all indoor referees. Responsible for updating the indoor playing rules.
  6. State Assignor Coordinator (SAC) - responsible for registration of NTSSA assignors. The SAC must make sure each assignor is registered and uses only registered referees for game assignments. Organize and coordinate assignor clinics for those wanting to become assignors. Must make sure that only registered assignors assign State Tournaments, (State Cup, Gatorade, Texas Open, TOC, etc.).
  7. Area Administrators (AA) are assigned according to their location.
    - a. Attend NTRC meetings or, if time or distance does not permit, obtain minutes of the meetings and provide any relevant information to the local playing associations under the Area Administrator's jurisdictions.
    - b. Gather questions and problems from local associations and bring those problems to the NTRC meeting, if necessary, or to the appropriate program director.
    - c. Provide local referee contacts with copies of the latest USSF memorandums and clinic schedules. Make sure the local referee associations know about availability of referee clinics and help coordinate notification of the need for such a clinic with the SDI. Facilitate local association requests for clinics.
    - d. Available to attend local association meetings and answer questions.
    - e. Administration of the annual recertification testing process.
    - f. Available for friendly assessments, if qualified, with local associations.
    - g. Obtain nominees for Young Referee of the Year Awards.
    - h. Identify potential promotion candidates.
  - F. ADMINISTRATIVE ASSISTANT: A paid employee of NTSSA working closely with the Referee Chairman. Answers questions, provides information on referees, instructors, assignors, and assessors. Works with each program director to make sure they have whatever is necessary to make their programs work. Puts together all clinic packets and sends to the Instructor in Charge before each clinic and will audit each on return. Processes all referee registration and recertification forms and maintains a current database of all registered referees. Distributes information to all registered assignors, associations and the referee committee.
  - G. PROMOTION COMMITTEE: Made up of the SRC, SRA, SDA, SDI, SIRA, and the SAC. This committee approves all promotions as initiated by the SRA.
    1. If a referee is deemed not to be in good standing by the NTSSA Appeals and Disciplinary Committee for referee misconduct, the Promotion Committee may defer consideration of that referee's promotion for a period of twelve months after the referee's suspension ends.
    2. The Promotion Committee will consider only those assessments submitted by either National Assessors or by those assessors appointed by TXN SDA. If assessments from National Assessors outside TXN are to be considered, they must be on USSF "Report of Assessment" forms, and they must recommend promotion with a score consistent with the recommendation.
- ### III. CODES OF ETHICS
- #### A. USSF CODE OF ETHICS FOR REFEREES
1. I will maintain the utmost respect for the game of soccer.
  2. I will conduct myself honorably at all times and maintain the dignity of my position.
  3. I will always honor an assignment or any other contractual obligation.
  4. I will attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.
  5. I will always strive to achieve maximum team work with my fellow officials.
  6. I will be loyal to my fellow officials and never knowingly promote criticism of them.
  7. I will be in good physical condition.
  8. I will control the players effectively by being courteous and considerate without sacrificing fairness.
  9. I will do my utmost to assist my fellow officials to better themselves and their work.
  10. I will not make statements about any games except to clarify an interpretation of the Laws of the Game.

11. I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
12. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon those organizations and its affiliates.

**B. NTSSA REFEREE CODE OF CONDUCT**

1. I will maintain the utmost respect for the game of soccer.
2. I pledge that I will faithfully enforce the Laws of the Game and any special Rule of the Competition of the League(s) I am officiating for without prejudice or favoritism to any player, team, or coach.
3. I recognize that it is my professional duty to constantly keep abreast of any changes in the Laws or Rules of Play and to keep myself physically fit and my training refreshed.
4. I will constantly strive to improve my own refereeing techniques and always accept sincere, constructive criticism from fellow referees or official assessors without malice.
5. I pledge that I will make myself available, whenever possible, for game assignments for which I am qualified.
6. If I am a State or National USSF referee, I acknowledge that my first responsibility is to State or USSF assigned games and that I will make myself available for these assignments regardless of conflicts with local playing associations or with leagues that I may be active in as a player or as a coach.
7. I do hereby acknowledge my fellow referees' total authority over any matches over which they are duly assigned to officiate, and I pledge that I will never interfere with the carrying out of their prescribed duties, before, during, or after a match.
8. I understand that any criticism of fellow referees should be limited to constructive criticism in quiet, private referee-to-referee discussions, and then never within hearing distance of players, coaches, or spectators.
9. As a registered USSF/NTSSA referee, I will always strive to conduct myself in the highest professional manner possible, including refraining from indulging in arguments or name-calling with coaches and/or spectators.
10. I also acknowledge that if I am also a coach, player, or spectator, that my conduct towards, and my respect for, my fellow referee doing my game is more closely noticed by all concerned. I will, therefore, strive to set a very high standard of personal conduct under these circumstances to serve as an example to all.
11. I understand that I should wear only the approved USSF referee uniform with the current badge of the highest grade I am qualified for, and that my uniform be clean, neat, and in a good state of repair. I also understand that if I am a coach, I am not to wear my uniform while coaching my team.
12. I further understand that I should not partake of any type of alcoholic beverage before any game assignment, and that I should never smoke, eat, or drink while actually officiating.
13. I hereby pledge that I will always faithfully carry out my duties and obligations as a USSF referee registered with the North Texas State Soccer Association; and that I do hereby acknowledge and accept the jurisdiction of the local NTSSA-affiliated playing association I may be refereeing for, the NTSSA, and USSF, and their respective Referee Committees, where applicable, over my actions, conduct, and performance as a registered USSF referee.
14. I furthermore understand that I may be disciplined, to include being placed on probation, suspended, or refused referee registration, for significant or repetitive breaches of this Code of Conduct or any of its articles or provisions.

**C. USSF CODE OF ETHICS FOR ASSIGNORS**

1. I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
2. I will make the assignments based on what is good for the game and what is good for the referee.
3. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.
4. I will contribute to the continuous development of referees in the National Referee Development Program.
5. I will conduct myself ethically and professionally in the assignment process.
6. I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private, constructive, and for their benefit.
7. I will offer equal opportunity to all qualified referees and I will not discriminate against or take undue advantage of any individual or group on the basis of race, color, religion, sex or national origin.
8. I will cooperate fully in the timely resolution of any grievance hearing or complaint.
9. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization or its affiliates.

**IV. FINANCIAL POLICIES**

**A. REIMBURSEMENT POLICIES**

1. Expenses for Attendance at Referee Training (subject to approval by the SRC)
  - a. State Referee In-Service Clinic (intended for State and Emeritus referees to get advanced training and to satisfy annual renewal training requirement for State referees). State, National and Emeritus referees traveling from over 50 miles away may receive partial reimbursement for the following expenses.
    - (1) Mileage: The current NTSSA approved mileage reimbursement may be paid for all miles in excess of 100 miles round-trip for two or more referees traveling together by car. One-half the reimbursement will be paid if there is one referee per car.
    - (2) Airfare: One-half the lowest available airfare may be paid. A receipt must be provided.
    - (3) No reimbursement for meals.
    - (4) Other travel expenses necessary, such as airport parking, may be reimbursed at a rate of 50% of actual expenses. Receipts for all items over \$5.00 must be provided.
    - (5) Lodging charges may be reimbursed to referees who are not reasonably able to return home the same evening. If two referees occupy one room, the entire cost will be paid. If one referee per room, one-half of the room rate will be paid. Only one night's lodging may be paid. A receipt is required.

- b. State Referee Advancement Clinic (intended for Grade 07 referees to satisfy training requirement for promotion to State Referee and to satisfy annual renewal training requirement for State referees unable to attend the State In-Service Clinic). Referee Grade 07, State, National and Emeritus referees traveling from over 50 miles away may receive partial reimbursement for the following expenses.
  - (1) Mileage: The current NTSSA approved mileage reimbursement may be paid for all miles in excess of 100 miles round-trip for two or more referees traveling together by car. One-half the reimbursement will be paid if there is one referee per car.
  - (2) Airfare: One-half the lowest available airfare may be paid. A receipt must be provided.
  - (3) No reimbursement for meals.
  - (4) Other travel expenses necessary, such as airport parking, may be reimbursed at a rate of 50% of actual expenses. Receipts for all items over \$5.00 must be provided.
  - (5) Lodging charges may be reimbursed to referees who are not reasonably able to return home the same evening. If two referees occupy one room, the entire cost will be paid. If one referee per room, one-half of the room rate will be paid. Up to two nights' lodging may be paid. A receipt is required.
- c. Referee In-Service Clinics (intended for Grade 07 referees). No reimbursement of expenses.
- d. Referees attending National Referee Camp will be reimbursed the fee for the camp upon successful completion of the camp and an expense form is submitted for the reimbursement.
- 2. Expenses for Attendance at Instructor and/or Assessor Clinics within North Texas (subject to approval by the SRC). Instructors and Assessors traveling from over 50 miles away may receive partial reimbursement for the following expenses.
  - a. The current NTSSA approved mileage reimbursement may be paid for all miles in excess of 100 miles round-trip.
  - b. Full fare for the lowest available airfare may be paid. A receipt must be provided.
  - c. No reimbursement for meals.
  - d. Other travel expenses necessary, such as airport parking, may be reimbursed. Receipts must be provided.
  - e. Lodging charges may be reimbursed to referees who are not reasonably able to return home the same evening. If two referees occupy one room, the entire cost will be paid. If one referee per room, one-half of the room rate will be paid. Only one night's lodging may be paid. A receipt is required.
- 3. Expenses of Guest Speakers. Payment for speakers fees and expenses is generally considered to be optional and the discretion of the host association. Referees and instructors acting as guest speakers for local associations and referee groups will not be reimbursed by the Referee Program unless approved in advance by the SRC.
- 4. Expenses for Recertification Sessions. Area Administrators or Registered Instructors may submit an expense for recertification sessions. Fee will be \$15.00 for the recertification session plus standard mileage. Only one session per association may be expensed per registration year. Area Administrators must send a Registered Instructor to a recertification session that the Area Administrator is not attending. An expense may be submitted for an instructional session given at the recertification session. The fee will be \$20.00 for the instructional session. The instructional session must be given by a registered instructor and the topic must be from the list of approved topics or the topic must be approved by the SDI.
- 5. Expenses for State Scheduled Fitness Tests. Those who are administering a state fitness may submit an expense for aiding with or conducting the fitness test. Fee will be \$15.00 for the recertification session plus standard mileage.

**B. EXPENSE VOUCHERS**

- 1. Vouchers must be correctly completed and submitted to NTSSA office for all pay/reimbursements.
- 2. Upon receipt vouchers are approved by the appropriate program director and chairman before being sent to accounting for processing.
- 3. Vouchers for instruction and assessments must be submitted within 30 days of completion. The SRC may withhold payment for violations of reimbursement procedures.

**V. REGISTRATION POLICIES**

**A. GENERAL REQUIREMENTS**

- 1. Registration is for the calendar year, January 1 through December 31. A referee is considered registered once the grade requirements have been met and the completed paperwork and fees have been received and accepted by the SRA.
- 2. Partial year Registration: Any new referee registering after June 1 will be registered for the balance of the current year as well as the next calendar year. This does not apply to re-registration (section V.A.3.c).
- 3. Recertification and re-registration
  - a. Area Administrators may begin the recertification process for the next calendar year as soon as the appropriate materials have been received by the State Office from USSF. AAs must complete the recertification process in their respective areas by December 1 and submit appropriate paper work to the State Office by December 10.
  - b. Any referee recertifying after January 31 will be required to pay a \$10 late fee in addition to the appropriate registration fee for their grade.
  - c. Re-registrations will not be accepted by USSF after June 30. Any referee wishing to re-register after June 30 must register for the next calendar year and may not be assigned games until January 1.
- 4. Referees Not Registered in Previous Years
  - a. A previously certified and registered referee not registered the preceding year may be certified at the grade previously held after completing the requirements for that grade. Grade 7 and higher may be required to re-register as grade 8 until they meet the requirements of their previous grade.
  - b. Grade 9 or 8 referees who miss 1 or 2 consecutive years of registration can be re-registered at the same grade after completing a Referee Re-certification clinic.
  - c. Grade 8 referees who miss 3 or 4 consecutive years of registration can be re-registered after taking the Referee Bridge (Grade 9 to Grade 8) course or the entire Entry Level Referee Training Course (Grade 8).

- d. Grade 8 referees who miss 5 or more consecutive years must re-take the entire Entry Level Training Course.
  - e. Grade 9 referees who miss three or more consecutive years of registration must retake the entry level Grade 9 or Grade 8 course. They may not take the Referee Bridge (Grade 9 to Grade 8) course to become a grade 8 referee.
5. Downgrading. A referee may be downgraded if the referee fails to meet any of the grade standards. A referee can only be registered at the level for which the standards have been met. The referee's grade may be restored as soon as the standards for that grade have been met.
  6. Assessments. For either recertification or promotion Referees must have more passing assessments than non-passing (this does not apply if the game is judged not a sufficient test). Assessments can be used only once for either purpose.
  7. Indoor. Registration, recertification and re-registration of indoor referees must be done through the SIRA.
  8. Underage. Not all states have the same minimum age requirements for specific referee grades. A registered USSF referee who does not meet the NTSSA minimum age requirement may recertify but will not be assigned games until they meet the required age.
- B. GRADE REQUIREMENTS**
1. **GRADE 12 - AMATEUR LINESMAN**
    - a. May officiate as Linesman ONLY.
    - b. **REGISTRATION REQUIREMENTS**
      - (1) Minimum Age: 17
      - (2) Minimum Experience: 3 years as player (amateur) or referee (any grade)
      - (3) Clinic:
        - (a) 7 hours
        - (b) Written exam: Amateur Linesman Grade 12; minimum grade 75%
        - (c) Clinic Fee: \$20.00
        - (d) Registration fee (after attending all sessions and passing written exam):
          1. USSF registration: \$40.00
          2. Insurance: \$5.00
      - c. **RECERTIFICATION REQUIREMENTS**
        - (1) Games at designated level: None required
        - (2) Training/Referee In-service Clinic: None Required
        - (3) Written exam: Amateur Linesman Grade 12; minimum grade 75%
        - (4) Assessments: None required
        - (5) Physical fitness test: None required
        - (6) Registration fee:
          1. USSF registration \$40.00
          2. Insurance: \$5.00
    2. **GRADE 09 - RECREATIONAL REFEREE**
      - a. May officiate as:
        - (1) Referee of U5-U14 Recreational games.
        - (2) Assistant Referee of any U5-U14 games.
      - b. **REGISTRATION REQUIREMENTS**
        - (1) Minimum Age: 12
        - (2) Clinic
          - (a) 8 hours
          - (b) Written exam: Recreational Referee Grade 09; minimum grade 75%
          - (c) Clinic Fee: \$20.00
        - (3) Registration fee (after attending all sessions and passing written exam):
          1. USSF registration: \$40.00
          2. Insurance: \$5.00
        - c. **RECERTIFICATION REQUIREMENTS**
          - (1) Games at designated level: None required
          - (2) Training/Referee In-service Clinic: None Required
          - (3) Written exam: Recreational Referee Grade 09; minimum grade 75%
          - (4) Assessments: None required
          - (5) Physical fitness test: None required
          - (6) Registration fee:
            1. USSF registration: \$40.00
            2. Insurance: \$5.00
        - d. **UPGRADE REQUIREMENTS (to Grade 08):**
          - (1) Minimum Age: 14
          - (2) Minimum Experience: 4 months at Grade 09
          - (3) Referee Grade 08 "Bridge" Clinic
            - (a) 9 hours
            - (b) Written exam: Referee Grade 08; minimum grade 75%
            - (c) Clinic Fee: \$25.00
          - (4) Registration fee (after attending all sessions and passing written exam):
            - (a) USSF registration: \$40.00
            - (b) Insurance: \$5.00
      3. **GRADE 08 – REFEREE**

- a. May officiate as:
    - (1) Referee of full-sided games
    - (2) Referee of any short-sided games
    - (3) Assistant Referee
  - b. REGISTRATION REQUIREMENTS
    - (1) Minimum Age: 14
    - (2) Referee Clinic
      - (a) 16 1/2 hours
      - (b) Written exam: Referee Grade 08; minimum grade 75%
      - (c) \$25.00 clinic fee
    - (3) Referee "Bridge" Clinic: Available only to referees registered at Grade 09 for a minimum of four (4) months (see Grade 09 Upgrade requirements).
    - (4) Registration fee (after attending all sessions and passing written exam):
      - (a) USSF registration: \$40.00
      - (b) Insurance: \$5.00
  - c. RECERTIFICATION REQUIREMENTS
    - (1) Games required
      - (a) Six (6) games as Referee
      - (b) Four (4) games as Assistant Referee
    - (2) Training: Referee In-service Clinic (5 hours)
    - (3) Written exam: Referee Grade 08; minimum grade 75%
    - (4) Assessments: None required
    - (5) Physical fitness test: None required
    - (6) Registration fee:
      - (a) USSF registration: \$40.00
      - (b) Insurance: \$5.00
  - d. UPGRADE REQUIREMENTS (to Grade 07): Submit letter of request for upgrade with recommendation from a local assignor, board member or member of the SRC.
    - (1) Minimum age: 17
    - (2) Career Games
      - (a) 75 as Referee
      - (b) 25 as Assistant Referee
    - (3) Time at present grade (08): 1 year
    - (4) Training: Referee In-service Clinic (5 hours)
    - (5) Written exam: Referee Grade 07: minimum grade 85%
    - (6) Assessments:
      - (a) 1 as Referee
      - (b) 1 as Assistant Referee
    - (7) Physical test required (see section V.B.13)
    - (8) Assessment: \$50.00
    - (9) The Referee 1 upgrade cycle will officially begin for a referee when the request for the first assessment has been made and will run for 12 consecutive months following that date. Before the assessment for upgrade is requested, all testing and classroom requirements must be completed.
4. GRADE 07 – REFEREE
- a. REGISTRATION REQUIREMENTS May only gain this grade as an upgrade from Referee 08
  - b. RECERTIFICATION REQUIREMENTS
    - (1) Games Required
      - (a) Six (6) games as Referee
      - (b) Four (4) games as Assistant Referee
    - (2) Designated level of games: U19; all adult games, including mixed (male/female) leagues.
    - (3) Training: Referee In-service Clinic (5 hours)
    - (4) Written exam: Referee Grade 07; minimum grade 75%
    - (5) Assessments: 1 within the preceding 12 months as Referee
    - (6) Physical fitness test required (see section V.B.13)
    - (7) Registration fee:
      - (a) USSF registration: \$45.00
      - (b) Insurance: \$5.00
      - (c) Assessment Fee: \$50.00
  - c. UPGRADE REQUIREMENTS (to Grade 06): Upgrade only at the recommendation of the SRC after all requirements have been met.
    - (1) Minimum age: 18
    - (2) Games at designated level
      - (a) 100 as Referee
      - (b) 25 as Assistant Referee
    - (3) Time at present grade (07): 1 year
    - (4) Training: State Advancement Clinic (19 hours)
    - (5) Written exam: USSF State Referee exam; minimum grade 75%

- (6) Assessments
    - (a) 2 as Referee (1 must be an U19 Competitive.)
    - (b) 1 as Assistant Referee
  - (7) Physical test required (see section V.B.13)
  - (8) Assessment fee: \$50.00
  - (9) The State Referee upgrade cycle will officially begin for a referee when the request for the first assessment has been made and will run for 12 consecutive months following that date. Before the assessment for upgrade is requested, all testing and classroom requirements must be completed.
5. **GRADE 06 - STATE REFEREE**
- a. **REGISTRATION REQUIREMENTS** May only gain this grade as an upgrade from Referee 07
  - b. **RECERTIFICATION REQUIREMENTS**
    - (1) Games Required
      - (a) Six (6) games as Referee
      - (b) Four (4) games as Assistant Referee
    - (2) Designated level of games: As stated by USSF
    - (3) Training: State In-service or State Advancement clinic (5 hours). If unable to attend may submit letter listing at least 5 hours of acceptable in-service training attended.
    - (4) Written exam: USSF State Referee exam or State Refresher test; minimum grade 75%. Test must be taken at State clinics unless acceptable exception is approved by the Chairman, the SRA or the SDRI.
    - (5) Assessments: 1 within the preceding 12 months as Referee
    - (6) Physical fitness test required (see section V.B.13)
    - (7) Registration fee:
      - (a) USSF registration: \$75.00
      - (b) Insurance: \$5.00
      - (c) Assessment Fee: \$50.00
  - c. **UPGRADE REQUIREMENTS (to Grade 05):** Upgrade only at the recommendation of the SRC after all requirements have been met.
    - (1) Minimum age: 19
    - (2) Games at designated level
      - (a) 100 as Referee
      - (b) 25 as Assistant Referee
    - (3) Time at present grade (06): 1 year
    - (4) Training: State Advancement Clinic (19 hours)
    - (5) Written exam: USSF State Referee exam; minimum grade 75%
    - (6) Assessments
      - (a) 2 as Referee
      - (b) 1 as Assistant Referee
    - (7) Physical test required (see section V.B.13)
    - (8) Assessment fee: \$50.00
    - (9) The State Referee upgrade cycle will officially begin for a referee when the request for the first assessment has been made and will run for 12 consecutive months following that date. Before the assessment for upgrade is requested, all testing and classroom requirements must be completed.
6. **GRADE 05 - STATE REFEREE**
- a. **REGISTRATION REQUIREMENTS** May only gain this grade as an upgrade from Referee 06
  - b. **RECERTIFICATION REQUIREMENTS**
    - (1) Games Required
      - (a) Six (6) games as Referee
      - (b) Four (4) games as Assistant Referee
    - (2) Designated level of games: NTPSA and NTWSA (1st divisions only). USISL, USSF professional leagues; all NTSSA competition in the USASA National Challenge Cups and USYSA McGuire and Athean Cups (U19); state, regional and higher select team tournaments. Mixed (male/female) leagues are excluded.
    - (3) Training: State In-service or State Advancement clinic (5 hours). If unable to attend may submit letter listing at least 5 hours of acceptable in-service training attended.
    - (4) Written exam: USSF State Referee exam or State Refresher test; minimum grade 85%. Test must be taken at State clinics unless acceptable exception is approved by the Chairman, the SRA or the SDRI.
    - (5) Assessments: 1 within the preceding 12 months as Referee
    - (6) Physical fitness test required (see section V.B.13)
    - (7) Registration fee:
      - (a) USSF registration: \$75.00
      - (b) Insurance: \$5.00
      - (c) Assessment Fee: \$50.00
  - c. **UPGRADE REQUIREMENTS (to Grade 04):** Must be in accordance with the qualification criteria determined by the National Referee Committee. Once grade requirements have been successfully completed, application for the National Referees Certification Session must be certified by the SRA.
7. **GRADE 15, 16 STATE EMERITUS REFEREE**
- a. May officiate **ONLY** at the level in which requirements have been met (Referee Grades 08-07); see requirements above.

- b. Must have held the State grade for three (3) years prior to requesting Emeritus status. Once officially retired may not be reinstated to the State grade.
- c. Registration fee:
  - (1) USSF registration: \$75.00
  - (2) Insurance: \$5.00
- 8. GRADE 13, 14 NATIONAL EMERITUS REFEREE
  - a. May officiate ONLY at the level in which requirements have been met (Referee Grades 08-07); see requirements above.
  - b. Must have held the National grade for three (3) years prior to requesting Emeritus status. Once officially retired may not be reinstated to the National grade.
  - c. Registration fee:
    - (1) USSF registration: \$75.00
    - (2) Insurance: \$5.00
- 9. GRADE 17 HONORARY REFEREE
  - a. A referee who retires from officiating completely may retain his highest grade as an honorary grade by submitting a personal letter of intent to the SRA.
  - b. Registration fee: \$15
- 10. INDOOR REFEREE
  - a. REGISTRATION REQUIREMENTS
    - (1) Currently registered with USSF through NTSSA
    - (2) Clinic:
      - (a) 12 hours
      - (b) Written exam: minimum grade 75%
      - (c) Clinic Fee: \$25.00
    - (3) Registration fee (after attending all sessions and passing written exam):
      - (a) USSF Registration: \$45.00
      - (b) Insurance: \$5.00
  - b. RECERTIFICATION REQUIREMENTS
    - (1) Games required: None
    - (2) Training: None
    - (3) Written exam: NTSSA Indoor; minimum grade 75%
    - (4) Assessments: None required
    - (5) Physical fitness test: None required
    - (6) Registration fee:
      - (a) USSF registration: \$45.00
      - (b) Insurance: \$5.00
  - c. UPGRADE REQUIREMENTS: There is NO upgrade from this level.

11. PHYSICAL FITNESS TEST

Test	Age	Referee (Grade 07)	State (Grade 06)	State (Grade 05)
12 minutes Run	Under 38	2200 meters	2400 meters	2400 meters
	38-45	2000 meters	2200 meters	2200 meters
	Over 45	1800 meters	2000 meters	2000 meters
50 meter dash	Under 46	9 seconds	9 seconds	9 seconds
	Over 45	9.5 seconds	9 seconds	9 seconds
200 meter dash	All Ages	40 seconds	40 seconds	40 seconds

VI. CLINIC POLICIES

- A. INSTRUCTORS. It is the policy of USSF and the State Referee Program that all activities conducted for the purpose of referee, assessor, or instructor training or which may be used to satisfy referee training requirements, be done in coordination with the State Director of Instruction. This policy is consistent with the policies and procedures of USSF and is proper protocol. This policy pertains to all classes, clinics and any other form of instruction provided to referee, instructors or assessors within NTSSA. The purpose of this policy is not to restrict such training, but rather ensure that all such training is coordinated, that the SDI is aware of what is being presented, and that proper publicity is given to all appropriate referees.
- B. BASIC (ENTRY) REFEREE CLINICS
  - 1. Required clinic request forms must be received by NTSSA office 3 weeks prior to a requested clinic.
  - 2. Exclusions: No clinics may be conducted during June 1 through the NTSSA Instructor Workshop (held the weekend after the AGM). In addition, no clinics may be held on the weekends that would conflict with:
    - a. Annual General Meeting (AGM)
    - b. Semi-annual General Meeting
    - c. Youth State Cup
  - 3. Clinic Fees
    - a. . A host association must meet a minimum number of students based upon NTSSA votes allotted to the association. 15 students is the minimum required for associations with 3 or more votes, 10 is the minimum number required for all other associations. The host association will be billed the student clinic for each number under the minimum required
    - b. If clinic fees are collected up front by an association, the association must provide instructor with a list of names, amount of check, and check number with payment.

- c. Full payment of clinic fee is required before a student may participate. This applies to associations as well as individuals.
  - (1) A grade 9 referee that has already recertified for the current year and then takes a Bridge or grade 8 clinic, is required to pay the clinic fee and \$10 upgrade fee to register as a grade 8. They are not required to pay the full grade 8 registration fee if they can show proof of registration for the current year, such as the yellow copy of their current year registration form. A current year badge is not proof of registration
- d. Age Cut-Off dates: Where age requirements apply the cut off dates are:
  - (1) Spring Season March 1
  - (2) Fall Season September 1
- 4. Association Clinic Coordinators: The host association is required to provide clinic coordinators before, during and immediately following each clinic.
  - a. Pre-Clinic Coordinator
    - (1) Confirm dates, times, location, facilities.
    - (2) Help facilitate resources, tables, chairs, electricity, etc.
  - b. On-site Coordinator
  - c. Act as representative of the host association.
    - (1) Must be on-site at all times. If the Coordinator is not present, the instructor is obligated to leave.
    - (2) The clinic site must be set up classroom style with seating at desks or tables available for all students.
    - (3) Insure security of facility and equipment for the duration of the clinic.
    - (4) Responsible for all minors before, during and after the clinic schedule.
    - (5) Lock, unlock and have access to equipment, facilities, electricity, etc.
    - (6) Clean and restore facility as needed after the conclusion of the clinic.
- 5. Clinic Cancellation
  - a. The IIC/Instructors cannot cancel a clinic.
  - b. Only the host association can cancel a clinic.
  - c. If clinic is canceled less than 72 hours before clinic start time and date, the association will be assessed a \$200.00 penalty.
  - d. If a clinic is canceled at the start of the clinic, the association will be assessed a \$200.00 penalty and the fees and expenses for the instructor(s) that were present when the clinic was canceled.
- 6. Student Responsibilities
  - a. All sessions must be attended or made up at other NTSSA clinics to qualify for taking the exam. No credit for attendance will be given unless the Class Schedule Form has been initialed by the instructor for each session.
  - b. Students should bring
    - (1) Appropriate Fees. Clinic fees and registration fees should be separate.
    - (2) USSF ID # , if previously registered
    - (3) Paper, pen or pencil
- 7. Pass/Fail: Passing grade is 75%. Students failing with a grade of 70 or better may retake the exam after two weeks. Students failing with a grade 69 or below may retake the clinic without charge provided the prior class schedule is presented.
- 8. Maximums and Minimums
  - a. 30 student maximum - NO EXCEPTIONS.
  - b. There is no minimum number of students. The host association will be billed for the number under the minimum based on their NTSSA votes.
- 9. Instructor In Charge (IIC)
  - a. Establish and maintain contact with host association clinic coordinators.
  - b. Establish and maintain contact with clinic instructors.
  - c. Obtain and return clinic materials from/to the NTSSA office.
  - d. Conduct clinic registration and provide materials to students.
  - e. Conduct and grade clinic exam and conduct USSF registration for students passing the exam.
  - f. Submit registrations, reports, fees, etc. within one week from the end of the clinic.
- 10. Clinic Reservations Policy
  - a. Clinics must be open to referee candidates from all NTSSA associations and leagues. Clinic reservations must be properly managed to prevent last minute clinic cancellations or undersized clinics that result in a "loss" to the host association.
  - b. Host associations may reserve up to 25 of the clinic spaces for referee candidates who will register with their home association(s). This limit applies even when two or more associations join to host a clinic. Reservations will be taken on a first called, first served basis. Host associations may require clinic fees to be paid in advance before a reservation is confirmed.
  - c. The local clinic coordinator is expected to maintain a list of confirmed reservations and a waiting list. In the event that additional local candidates (in excess of the 25 reserved seats) are identified they may be placed at the top of the waiting list.
  - d. Seven (7) days prior to the clinic start date all remaining (unreserved) clinic seats are to open to anyone. Candidates outside the association who are on the waiting list will have priority on a first called, first served basis.
  - e. Clinic seats may not be reserved for the makeup of a session or for the re-take of a test. However, a seat may be reserved for a makeup of an entire clinic. Session make-ups or re-testing can be done on a space available basis where the total clinic size will not exceed 30.

- C. INSTRUCTOR CLINICS. All Instructor candidates must be recommended by an appropriate area administrator, assignor or local referee committee officer and approved by a majority vote of the program directors. A resume from the candidate is required to register for new instructor clinic.
- D. ASSESSOR CLINICS. The following qualifications must be met to attend an Associate Assessor Clinic.
  - 1. Must have been at a minimum a Grade 7 referee.
  - 2. Must have a recommendation from a current or emeritus State or National referee.
  - 3. Must be an effective communicator.
  - 4. Must have a positive reputation on and off the field.
  - 5. Must currently have or had match management skills, foul recognition and a "read" of the game at the competitive U-19 or higher level.
  - 6. By invitation only by the SDA.
- E. ASSIGNOR CLINICS. All Assignor candidates must complete the Assignor Clinic provided by NTSSA and be properly registered with NTSSA and USSF each calendar year.
- F. GRADE 07 INSERVICE AND/OR UPGRADE CLINICS. Requests for a Grade 07 Inservice or Upgrade Clinic must be received by the SDI 3 weeks prior to the requested clinic. When the clinic has been accepted, the SDI will have the clinic posted on the North Texas Website with the Association contact information. Referees wishing to attend should pre-register with the requesting Association and provide a \$25.00 deposit to the Association. A minimum of 10 pre-registered referees is required to hold the clinic. This minimum must be met 7 days prior to the requested date. If this minimum is not met, the clinic will be canceled and the Association will return the deposit to the referees, notifying them that the clinic has been canceled. The cancellation will be noted on the North Texas Website. The day of the clinic, the Association will turn over the deposits to the Instructor in Charge (IIC). The IIC will return the deposits to those referees in attendance. The deposits of those not attending will be forfeited to North Texas.
- G. STATE REFEREE ADVANCEMENT CLINIC.
  - 1. Candidates must request to attend and be accepted by the State Referee Committee Directors to attend the State Upgrade Clinic.
  - 2. Candidates must be registered for the year in which the State Upgrade Clinic is held.
  - 3. No part of the State Upgrade Clinic may be used for recertification.
  - 4. The number of candidates will depend on how many officials the State Referee Committee Directors determine can be successfully assessed during the year.
  - 5. Candidates are required to attend the entire State Upgrade Clinic each year they are in the program.
  - 6. All upgrade requirements, except assessments, must be met at the State Upgrade Clinic. Current requirements include: clinic hours, fitness test, written test and assessment fees.
  - 7. Requirements failed during the clinic cannot be made up.

## VII. ASSIGNMENT POLICIES

- A. CONSIDERATION OF ASSIGNMENTS. Referee assignors shall adhere to the USSF Assignor Code of Ethics and insure that all referees receive equal consideration for match assignments consistent with the minimum game requirements and the referee's ability and desire for advancement.
- B. REGISTRATION OF ASSIGNORS. A referee, assistant referee or fourth official in any NTSSA match may not be assigned or appointed by anyone who is not registered as a Referee Assignor with the Federation for the current year. NTSSA may allow an association to appoint an unregistered assignor in an emergency who may not serve past the end of the current seasonal year without becoming registered.
- C. PRIORITY OF ASSIGNMENTS. An appointment by the State Director of Assessment or his designee to assess at an assessor day or to conduct an assessment for promotion to, or recertification as, a Referee 1, a State Referee 1 or State Referee 2 and/or an appointment by the State Director of Instruction or his designee to conduct any instruction at any referee clinic shall have priority over any assignment to act as referee or assistant referee at any match except those listed in the Policy Statement of the United States National Referee Committee entitled "Game Priority in Referee Appointments" provided there shall be no such priority if the appointment is:
  - 1. Within 168 hours of the scheduled match time.
  - 2. When a substantial financial commitment has been made for the referee appointment (i.e. Non-refundable airline tickets).
  - 3. Unless the existing assignment is a high school or college playoff assignment.
  - 4. If the appointment involves travel and the existing assignment does not involve travel.

## VIII. ASSESSMENT POLICIES

- A. FOCUS OF ASSESSMENTS
  - 1. Assessors perform assessments within the State Referee Program to assist referees at all levels of the game to improve and sharpen their officiating skills.
  - 2. Assessors should approach each match as an objective observer of the officiating team's performance in executing its duties and responsibilities. An assessor translates his/her observations into constructive feedback to reinforce areas of high proficiency and to identify areas of weakness with suggested changes that will help the officials improve and sharpen their officiating skills.
  - 3. At the same time, the assessor is serving the SRC by providing feedback on the referee's ability to effectively officiate at the level of competition consistent with his referee grade (or requested upgrade).
- B. DISTRIBUTION OF ASSESSMENT FORMS
  - 1. Copies of the Report of Assessment of Game Officials for Grade 6 Referees and below go to the SDA of the state the officials are currently registered. For Grade 5 Referees, in addition to going to the SDA, a copy should be sent to the National Referee Office. For Grade 5 Referees who are National Referee Candidates, copies of report are forwarded to

the appropriate SDA, the Regional Assessor Coordinator and the National Referee Office. Should a National Referee fail an assessment, a copy of the report will also be sent to the National Director of Referee Assessment.

2. Reports of delinquent written feedback to the officials or delinquent report of assessments to the SDA will be reviewed and where appropriate, penalties initiated.

#### C. FEES AND COMPENSATION

1. Any referee wanting an assessment, either for upgrade or for maintenance, is required to pay for the assessments, in advance, to the SDA. The cost is \$50 for each assessment as referee. The referee must also send the SDA their schedule of game assignments.
  - a. Assessment Fees:
    - (1) Grade 08 to Grade 07 (1 game as Referee, 1 game as AR): \$50
    - (2) Grade 07 to Grade 06 (2 games as Referee, 1 game as AR): \$100
    - (3) Grade 06 to Grade 05 (2 games as Referee, 1 game as AR): \$100
    - (4) Maintenance assessments: \$35 each assessment as Referee
    - (5) Assessments to rectify failed assessments (Section V.A.6): \$35 each assessment as Referee.
  - b. Assessments requiring a National Assessor: \$100 each assessment as Referee.
2. Assessors, officially appointed by the SDA are to be compensated \$50.00 per assessed game plus standard mileage. National assessors appointed by the SDA for National assessments are compensated based on USSF policy.

#### D. ASSESSOR GRADES

1. STATE ASSESSOR
  - a. Recommended Levels: Grades 5-6.
  - b. Minimum referee grade attained: 6.
  - c. Minimum number games assessed: 30 affiliated games at the 1st or 2nd division level.
  - d. One year in grade as Assessor.
  - e. Successfully complete State Assessor Training Course.
  - f. Recommendation by the SDA and approval by the DRA.
  - g. Minimum Age: 25
  - h. Re-registration requirements: Perform 8 assessments, of which 3 must be full assessments at the adult amateur level, as determined by the SDA, within the past 12 months. Forms must be submitted to the SDA for review.
2. ASSESSOR
  - a. Required Levels: Attained grade 07 referee or higher
  - b. Minimum referee grade attained: 7.
  - c. Minimum number games assessed: 15 evaluations and 20 observations on referees grade 7 and 8.
  - d. One year in grade as Associate Assessor.
  - e. Recommendation by the SDA and approval by the DRA.
  - f. Minimum Age: 22
  - g. Re-registration requirements: Minimum of 2 games assessments at U-19 or higher and 5 overall games within the preceding 12 months. Forms must be submitted to the SDA for review.
3. ASSOCIATE ASSESSOR
  - a. Required Levels: Attained grade 07 referee or higher
  - b. Minimum referee grade attained: 7.
  - c. Minimum years as referee: 3
  - d. Minimum number games assessed: 15 evaluations and 20 observations on referees grade 7 and 8.
  - e. One year in grade as Associate Assessor.
  - f. Successfully complete entry-level training course.
  - g. Recommendation by the SDA and approval by the DRA.
  - h. Minimum Age: 21

Re-registration requirements: Minimum of 5 developmental observations during the year. Forms must be submitted to the SDA for review

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