

# Basic Referee Online Training Course Timeline and Checklist

Planning a course takes time! It also involves a lot more than preparing the individual lessons. This timeline and checklist are intended to help the regional staff and lead instructor fulfill his/her responsibilities.

Basic Referee Online Training consists of a self-paced, at-home *Basic Referee Online Course* and a single-session, classroom-based *Basic Referee Online Companion Course* led by an AYSO referee instructor.

## *Four weeks before the course:*

- 1)  Region representative (typically RRA or RC) contacts lead instructor to request that the Basic Referee Online Companion Course be offered. Date and location are established,
- 2)  Lead instructor fills out course request form in eAYSO. (Alternatively, lead instructor fills out paper form and sends to NSTC.)
- 3)  If lead instructor intends to use one or more co-instructors (optional for the Basic Referee Online Companion Course), he/she contacts potential co-instructors to determine their availability and instruction experience.
- 4)  Lead instructor develops a tentative schedule for lessons and instructors, based on the outline in the Basic Referee Online Companion Course lesson plan. The schedule should include time for a break before administration of the Basic Referee Exam. If co-instructors are to be used, lead instructor contacts co-instructors to confirm availability and to communicate assignments. Matters to discuss:
  - a) Specific lesson plans to be prepared by each co-instructor (lead instructor should send copies or refer co-instructors to course materials online).
  - b) Overall course schedule (each co-instructor should receive a copy).
  - c) Responsibility for duplication of handouts.
- 5)  Lead instructor works with regional representative (typically RRA or RC) to ensure that students are identified and contacted with the information necessary to complete the Basic Referee Online Course before attending the Basic Referee Online Companion Course. This information includes
  - a) Location (URL) for the Basic Referee Online Course.
  - b) Login information.
  - c) Approximate time requirements (3-5 hours)
- 6)  Lead instructor works with regional representative (typically RRA or RC) to acquire necessary materials for course, for example:
  - a) Instructional materials to be provided by sponsoring entity at course site, such as overhead projector, computer for projection of PowerPoint slides, assistant referee flags, ball, etc.
  - b) Printed materials for distribution to students, including course handouts and Laws of the Game.

## *Two weeks before course:*

- 7)  Lead instructor confirms with representative of sponsoring entity that responsibilities taken on (per item 4) have been carried out. Reminders should be sent to potential students to encourage them to begin the Basic Referee Online Course if they have not already done so.

*One week before course:*

- 8)  Lead instructor contacts co-instructors to cover logistical arrangements for meeting at course site, etc.
- 9)  (If possible) Lead instructor meets with co-instructors to preview presentations and to suggest adjustments that will improve coherency of the course.
- 10)  Lead instructor, working with regional representative as necessary, assembles materials to be used during delivery of the course, including projection equipment, sufficient copies of handouts and materials ordered from NSTC, printed course roster, etc.

*Day of the course:*

- 11)  Lead instructor arrives at site at least one hour before projected starting time and, if appropriate meets regional representative. Together, they verify that necessary equipment and materials are present and that the site is usable (for example, restrooms open).
- 12)  As students arrive, lead instructor ensures they sign the course roster

*At the conclusion of the course:*

- 13)  Lead instructor signs each student's referee upgrade form to indicate completion of course and (if appropriate) completion of written Law Test.
- 14)  Lead instructor ensures that printed course roster is legible and complete.

*Shortly after completion of the course:*

- 15)  Lead instructor enters attendance information in eAYSO or sends filled-out printed copy of roster to AYSO NSTC.