

2012 Referee Registration (Existing Referees/Recertification)

Everything related to your USSF Re-Certification will be handled on-line this year.

In order to be eligible to officiate, assess, assign or instruct youth players or referees in Ohio North, any person over the age of 18 must submit an application to the OYSAN Risk Management Program.

Risk Management Instructions:

- Go to www.oysan.org
 - Click on “Programs”, then “Risk Management”.
 - Click on “Risk Management Disclosure Form”.
 - Enter information
 - At the drop down window select "IOYSAN Referee"
 - At Credit Card information at Code type in 70855
- NOTE: Click on the GO button FIRST before submitting!**

It takes about a week for you to get an email that you are approved.

Print the approval letter for your records. **You MUST bring a copy to the clinic.**

Online Registration Instructions:

You received a letter from U.S. Soccer with your Login ID and Password. If you cannot find this information I suggest that you e-mail or contact U.S. Soccer Federation (www.ussoccer.com) with your name and referee ID number.

- Go to www.ussoccer.info
- In the Login ID field, type your Login ID
- In the Password field, enter your Password
- In the left panel, click on “Referee”. Your Registration History will appear
- In the left panel again, click the “Click here to Register” tab. That tab will take you to the 2012 Registration page.
- At the top of the page is your biographical information. Review it. If there are any changes, click on the link below the box. A new pop-up window will appear and you can edit and save your changes, you may return to this screen at anytime during the year to update your contact information using the same procedure described above.
- Scroll down to the next part on the form and select the appropriate Referee Type/Category you are registering for. You will see a checkmark in the boxes that you are eligible for. Do not submit an application for a category you are not eligible for. If you are eligible for multiple categories, you can submit and pay for them all at once.
- You must now choose a recertification clinic that you will attend. If you are planning on satisfying your recertification hours by attending monthly meetings instead of one clinic, choose the appropriate district meetings that you will attend to satisfy your recertification hours.

- Continue onto the rest of the form answering all questions where appropriate.
- When you are done, Read the Terms and Conditions. Check “I agree to Terms and Conditions” and click “Continue”.
- At the bottom of the page, enter a credit card number and billing address information. Once you have the correct information in these fields, click on the continue button to process payment.
- Once your credit card is approved you will see a confirmation page. Print it for your records. You MUST bring a copy of this confirmation to the clinic/meeting you choose to attend/take your test, as proof of payment.
- You are finished. Once you have met all the criteria for your State, they will approve your application and your registration material will be mailed to you.

Note: If you cannot apply online, you may download a paper registration form from www.ussoccer.com, fill it out and bring that with you to recertification clinic. You are not considered registered until you have met all the criteria specified by your state.

When you attend the Re-Certification clinic or the meeting at which you will take your re-certification test, **YOU MUST BRING A COPY OF PAYMENT AND A COPY OF RISK MANAGEMENT APPROVAL.** You will not get a badge until these are complete.

2012 Referee Registration (New/Novice Referees)

These instructions will explain how a new referee registers with USSoccer. Referees registering through this process will receive their license and other information much quicker than registering with a paper form at a clinic. The fee has to be paid with a credit card to use this system. Persons choosing to pay by check or cash must complete a paper registration form and pay at the clinic they choose.

Information on clinics offered will be found on the “Upcoming Referee Clinics” link on the left side of the page at www.ohnrefs.org. Most clinics charge a local fee in addition to the USSF/State fee. Read the description under each clinic or choose the “Ohio North Districts” section on the left side of www.ohnrefs.org for links to the various referee associations throughout Ohio North.

- Go to www.ussoccer.info
- Click on new user/sign up
- Choose a User ID and password and complete your name and biographical information.
- Click Save
- You will now be taken back to the login screen. Log in with the user ID and password that you created in step 3.
- Click on the “Click here to register as a referee”
- Under “Register As” click the referee box.
- This should bring up a box with Referee Grade Details. You must now select grade 9 under grade level. If you plan to attend a bridge course and advance to a grade 8 this year then select 8.
- Under “State of Registration”, select Ohio North
- In the District, enter one of the following three letter abbreviations:
 - AKR – for Akron area
 - CAN – for Canton area
 - CLE – for Cleveland area
 - FIR – for Firelands area (West suburbs of Cleveland)
 - MAN – for Ashland or Mansfield area
 - TOL – for Northwest Ohio, Toledo and Findlay area
 - YNG – for Youngstown and Eastern Ohio area
- Choose a clinic to attend that has Entry Level in the Clinic type. Be sure to click on the “To view Description” at the far right of the clinic to see any local clinic charges or other information.
- Complete the section on Convictions
- Read the terms and conditions and select that you agree to them.
- Complete the credit card and billing information.

You will then be able to print your receipt. **Bring this to the clinic that you chose. Persons 18 or over must also complete the OYSAN risk management.**

If for some reason you are not able to make the clinic you chose in step 11, send an e-mail to BEBrooks@aol.com stating your name, the clinic you originally signed up to attend and the clinic that you now wish to attend. You will receive an e-mail back confirming your eligibility for the new clinic.

If you wish to advance to a grade 8 this same year, tell the person registering you at your novice clinic and tell them which Bridge clinic you will attend.