

Coaches: How to Get Paid for Evaluations/Observations

EVALUATIONS

- ☐ Identify the mechanism of your assignment.
 - ☐ If the match key listed on the notification from Ref Insight starts with “EVAL,” the match assignment for the referees has been assigned outside RI (e.g. Assignr, Demosphere, etc).
 - ☐ Contact all officials at least 24 hours before kickoff. If you learn that there was a crew change, let Yuya know.
 - ☐ Use the latest USSoccer Referee Coach Evaluation Form to submit your evaluations on all officials.
 - ☐ Use the following naming convention for your file
RefLastName_RefFirstName_Pos_League_Date_RCLastName
ex) Brasseur_Meghan_R_USL2_06222025_Burghard
 - ☐ Payment for the game is automatic (\$100/game).
 - ☐ Submit [expense report](#) for food and mileage to SRA
 - ☐ If the match key listed on the notification from Ref Insight does not start with “EVAL.” the officials have been assigned via RI. Match info, including the crew info, will be up-to-date.
 - ☐ Contact all officials at least 24 hours before kickoff.
 - ☐ If you are assigned as a “Coach,” use the latest USSoccer Referee Coach Evaluation Form to submit your evaluations on all officials.
 - ☐ Use the following naming convention for your file
RefLastName_RefFirstName_Pos_League_Date_RCLastName
ex) Brasseur_Meghan_R_USL2_06222025_Burghard
 - ☐ Payment for the game is automatic (\$100/game).
 - ☐ Submit [expense report](#) for food and mileage to SRA
- ☐

OBSERVATIONS

If you are assigned as an “observer” or a “mentor,” please refer to the document entitled “Mentors: How to Get Paid for Performance Observations” for mentors.