



2022-2023 Returning Referee Instructions

BEFORE YOU START...

This document address re-certification for referees and futsal officials only. Information for assignors, mentors, and referee coaches will be released at a later date.

You will need to have an account on the US Soccer Learning Center (USSLC). In order to connect this new account to your prior registration information, you will need your USSF ID number.

If you already have an account on the USSLC, please jump to page 3.

I DO NOT HAVE MY USSF ID NUMBER... HOW DO I OBTAIN IT?

- 1) Navigate to www.mnsrcarchive.com
- 2) Log into this site using your old minnesotarc.com username and password
- 3) If you have forgotten your username and password, on the browser you used to use to access the old website use the following URLs to look up those details:



Chrome: <https://passwords.google.com>

Firefox: <https://nordpass.com/blog/view-edit-delete-saved-passwords-firefox>

Edge: <https://nordpass.com/blog/view-edit-delete-saved-passwords-edge>

- 4) Once you are logged in on www.mnsrcarchive.com, your USSF ID will be displayed for you. Please write it down, as you will need to add it to your new USSLC account.

Your Archived User Data

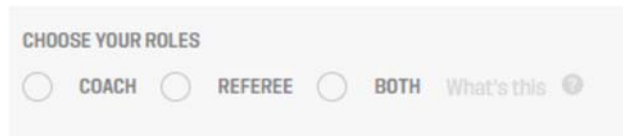
USSF ID Number:  
2021-2022 Certification: Yes, Regional Emeritus
2019-2021 Certification: Yes
2021 Futsal Certification: No
Concussion Certification: Completed on SRC site (no certificate), expires 07/01/2024
SafeSport Certification: **Current for 2022**

I HAVE MY USSF ID NUMBER BUT HAVE NEVER SET UP AN USSLC ACCOUNT

Add the email address “notifications @learning.ussoccer.com” to your email address book to reduce the chance of correspondence from the USSLC being diverted to your spam folder.

Navigate to <https://learning.ussoccer.com/sign-up> to create an account...

- If < 18 years old you MUST add a parent’s or guardian’s email; they have to validate their email address as well or your account will be locked after 24 hours!
- Make sure you choose either “Referee” or “Both” for your role(s)



CHOOSE YOUR ROLES

COACH REFEREE BOTH [What's this](#) ?

- Double-check your mailing address to make sure your badge will get sent to the right address!!!


Verify your email address(es) within 24 hours of account creation or the account will be locked. The verification email(s) should arrive within 15 minutes but usually much faster.

I HAVE A USSLC ACCOUNT

You will need to know your prior US Soccer Referee grade. In almost everybody's case, this will be Grassroots. If you are unsure, it will be displayed on your MNSRC Archive site login:

Your Archived User Data

USSF ID Number: [REDACTED]

2021-2022 Certification: Yes, Regional Emeritus 

2019-2021 Certification: Yes


2021 Futsal Certification: No

Concussion Certification: Completed on SRC site (no certificate), expires 07/01/2024

SafeSport Certification: Current for 2022

It will also be displayed under your Profile if you have successfully connected your USSLC account to your USSF ID number:

U.S. SOCCER REFEREE LICENSES

Regional Emeritus Referee 

Years at level: 9

Issue date: 07/19/2022

Expiration date: 12/31/2023

Minnesota State Referee Committee

REQUIRED SAFETY CERTIFICATIONS FOR ALL US SOCCER AND FUTSAL OFFICIALS

- **Introduction to Safe and Healthy Playing Environments:** This course will also satisfy Minnesota's law regarding sports officials being trained to recognize concussions, therefore any official with an active US Soccer Referee or Futsal license will be in compliance with that law. This course is required regardless of age. This requirement eliminates the need for MN officials to upload a concussion certificate for certification.
- **NSIC Background Check:** Cost is \$30 every two years and is required of all officials aged 18 or older. The USSLC will track your check validity and require the \$30 payment and check submission whenever you register with an expired check. The check is valid for any US Soccer-affiliated competition in Minnesota. US Soccer will NOT accept background checks from other entities... you must keep the NSIC check current in your USSLC account.
- **SafeSport:** Required yearly for any official age 18 or older. Now conducted on the USSLC site. No additional charge. As the training is conducted through the USSLC, MN officials no longer need to upload any certificates.

These courses will be included in the assignments for all US Soccer certifications. Completion of the course on one certification will carry over to other certifications... for example, if you certify as a referee

and then certify as an assignor, Safety Certifications completed for your referee license will be carried over to the requirements for the assignor certification and not need to be repeated.

To commence certification for your grade, please jump to the page listed below:

[Grassroots: Page 5](#)

[Notes on Upgrade to Regional Referee from Grassroots: Page 8](#)

[Regional: Page 9](#)

[Regional Emeritus: Page 12](#)

[National Emeritus: Page 15](#)

[Futsal: Page 18](#)

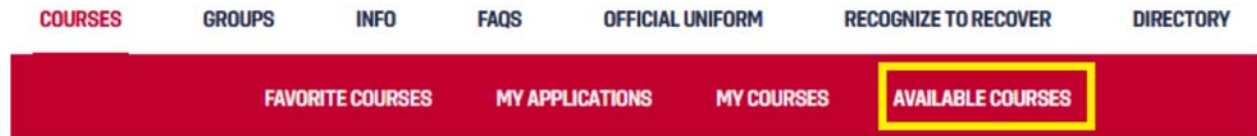
Please note the following deadlines for 2022-2023 certification...

The deadline for US Soccer Referee certification in Minnesota will be midnight on Wednesday, June 21, 2023.

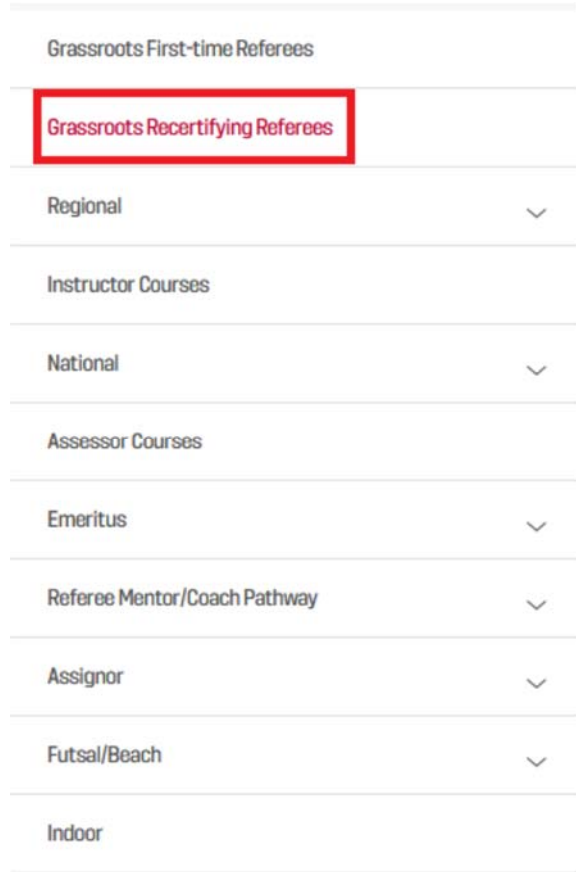
The deadline for US Soccer Futsal certification in Minnesota will be midnight on Friday, March 31, 2023.

GRASSROOTS REFEREE RE-CERTIFICATION

When logged into the USSLC, hover over Courses, then select Available Courses:



Select “Grassroots Recertifying Referees” from the left menu:



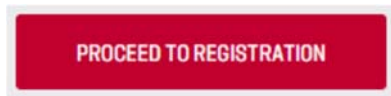
Now select “Go to Course List” from the right side of the screen:



Select either the English or Spanish version of the 2023 MNSRC/US Soccer Grassroots Online Re-Certification and click on “Course Details” on the right side:

 2023 MNSRC/US Soccer Grassroots Online Re-Certification  Remote	REGISTRATION	COURSE DETAILS
 2023 MNSRC/US Soccer Grassroots Online Re-Certification/Recertificación (Español)  Remote  Language: English and Spanish	REGISTRATION	COURSE DETAILS

In the middle of the next page there will be a bright red “Proceed to Registration” button to click:



Accept all statements and waivers on the next page, then proceed to payment and submit payment.

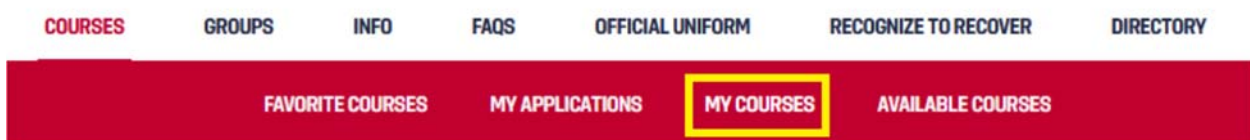
Discounts: MNSRC does not offer any discounts to officials on hardship or merit.

If you have registered for another role in Minnesota for 2022-23 (i.e., submitted payment after July 1, 2022) within the US Soccer Referee program, please contact the SRA at sra@minnesotasrc.com prior to making payment. We will issue a discount code for \$40 off so you only must pay the MNSRC Admin fee once for all roles you will serve.

If you referee both soccer and futsal, you may only receive a discount fee for one AFTER you have completed your payment and licensure for the other. We will check to ensure you have paid a full fee prior to issuing any discount codes.

Be advised that discount requests for any reason other than multiple program roles will be ignored without a response.

Once you have paid your fees, again hover over Courses along the top bar and this time select “My Courses”:



The recert you registered for will be displayed... click on “Go to Classroom”:



Now along the top bar click on the “Assignments” button:

COURSE DETAILS

GROUP MEMBERS

RESOURCES

ASSIGNMENTS

LIBRARY

COMMUNICATION

EVALUATIONS

Your compliance assignments (depending on your age) will be displayed at the top of the next screen. You must complete any assignment not shown in green.

The bottom of the screen will have your Referee license assignments. The required assignments for Grassroots officials are:

- Background Screening (18 years old or older)
- SafeSport (18 years or older)
- Introduction to Safe and Healthy Playing Environments
- Grassroots Recertification Assignment
- 2023 Laws of the Game Update
- Recertifying Grassroots Referee Quiz

Upon completion of all assignments the SRA can evaluate your candidacy and approve your license. This will happen one to two times a week when games are occurring (August-September, November-June) but only once a month when USSF-affiliated matches are in the off-season (October-November, July).

Badges will be mailed within four weeks of licensure (that's NOT completion of your work, but within four weeks of the SRA approving your work).

The deadline for US Soccer Referee certification in Minnesota will be midnight on Wednesday, June 21, 2023.

Upgrade to Regional Referee

Grassroots officials who have met the requirements to upgrade to Regional may petition the SRA to do so. These requirements are:

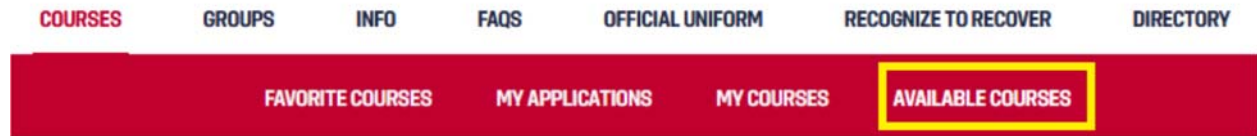
- 1) Minimum of 18 years old
- 2) Actively licensed as a US Soccer Grassroots Referee for all three years prior to the year of petition
- 3) 25 referee (center) assignments and 15 AR assignments in US Soccer-affiliated adult matches (youth games do NOT count)
- 4) Pass the US Soccer Regional Referee fitness test
- 5) Attend a Regional Upgrade in-person training session
- 6) Pass three assessments as a referee. Two of these assessments must be on US Soccer-affiliated adult matches with 45-minute halves... the third may be on a third adult match or a youth match with 45-minute halves. The assessments must be performed by three different Referee Coaches.

Candidates must submit their game count list to the SRA for review prior to being permitted to enter the process. If approved, candidates will have to pay an upgrade fee, then attend and pass a fitness test prior to December 31 of the year they start the process. If the fitness test is not passed, the upgrade fee is not refunded and assessments will not be performed. The training session will be held in the spring.

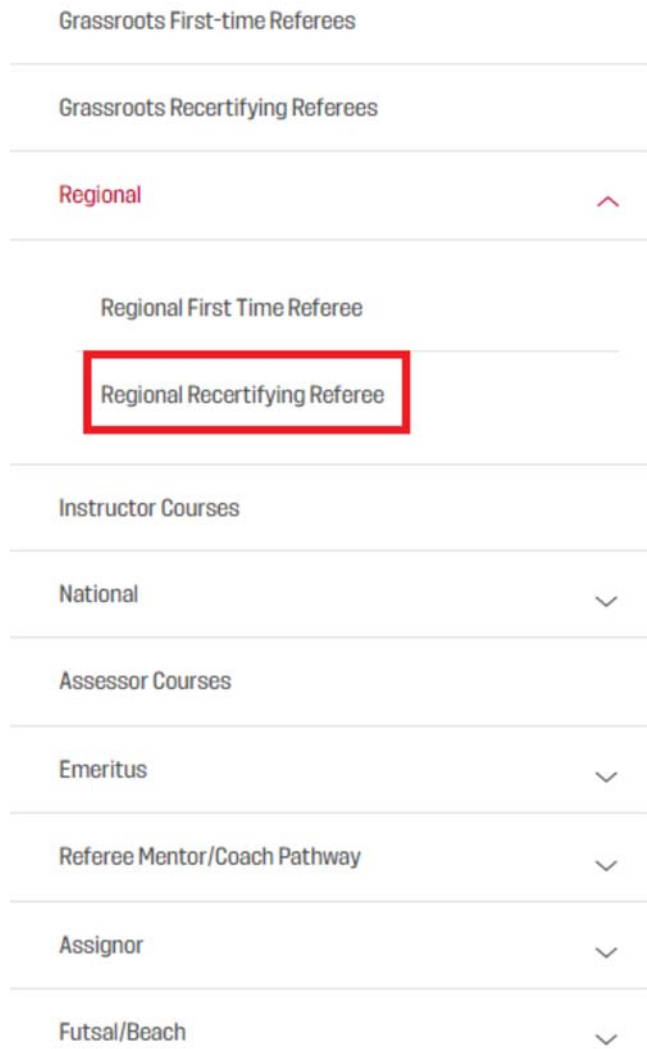
Please contact the SRA at sra@minnesotasrc.com prior to paying your Grassroots recertification fees if you intend to pursue upgrade.

REGIONAL REFEREE RE-CERTIFICATION

When logged into the USSLC, hover over Courses, then select Available Courses:



Select "Regional Recertifying Referee" from the left menu:



Select "Course Details" for the 2023 MNSRC/US Soccer Regional Referee Online Re-certification on the right side:



In the middle of the next page there will be a bright red “Proceed to Registration” button to click:



Accept all statements and waivers on the next page, then proceed to payment and submit payment.

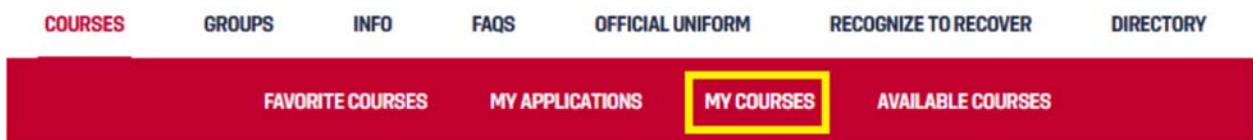
Discounts: MNSRC does not offer any discounts to officials on hardship or merit.

If you have registered for another role in Minnesota for 2022-23 (i.e., submitted payment after July 1, 2022) within the US Soccer Referee program, please contact the SRA at sra@minnesotasrc.com prior to making payment. We will issue a discount code for \$40 off so you only must pay the MNSRC Admin fee once for all roles you will serve.

If you referee both soccer and futsal, you may only receive a discount fee for one AFTER you have completed your payment and licensure for the other. We will check to ensure you have paid a full fee prior to issuing any discount codes.

Be advised that discount requests for any reason other than multiple program roles will be ignored without a response.

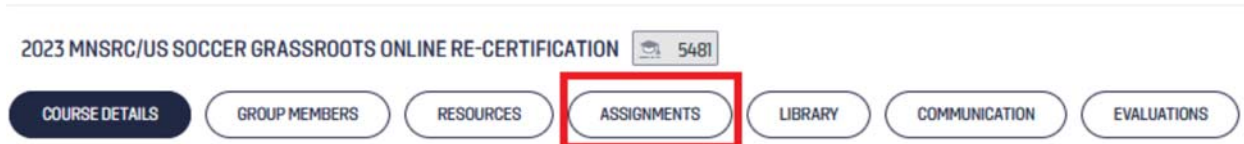
Once you have paid your fees, again hover over Courses along the top bar and this time select “My Courses”:



The recent you registered for will be displayed... click on “Go to Classroom”:



Now along the top bar click on the “Assignments” button:



Your compliance assignments will be displayed at the top of the next screen. You must complete any assignment not shown in green.

The bottom of the screen will have your Referee license assignments. The required assignments for Regional officials are:

- Background Screening
- SafeSport
- Introduction to Safe and Healthy Playing Environments
- Regional Recertification Assignment
- 2023 Laws of the Game Update
- Recertifying Regional Referee Quiz
- Two assessments graded at the Regional Referee level

Additionally, you will have to pass a fitness test held in fall/winter of 2022 and attend a classroom session in the spring, time and site TBA. These are US Soccer requirements for the Regional grade.

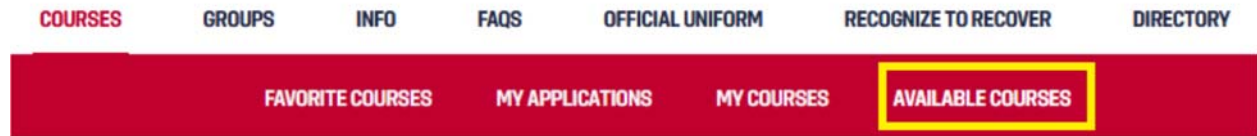
Upon completion of all assignments the SRA can evaluate your candidacy and approve your license. This will happen one to two times a week when games are occurring (August-September, November-June) but only once a month when USSF-affiliated matches are in the off-season (October-November, July).

Badges will be mailed within four weeks of licensure (that's NOT completion of your work, but within four weeks of the SRA approving your work).

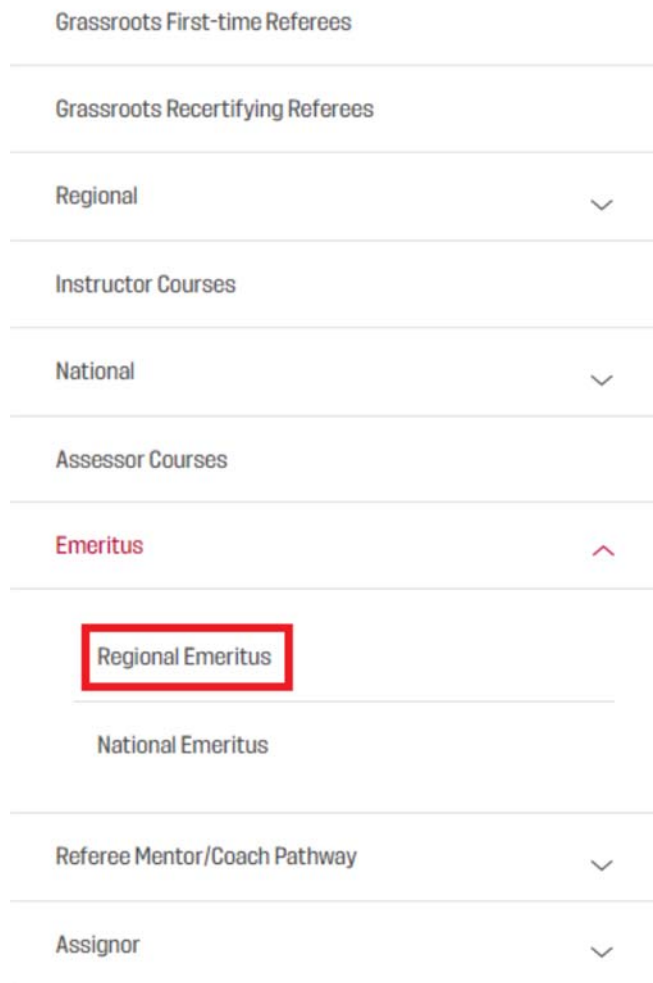
The deadline for US Soccer Referee certification in Minnesota will be midnight on Wednesday, June 21, 2023.

REGIONAL EMERITUS REFEREE RE-CERTIFICATION

When logged into the USSLC, hover over Courses, then select Available Courses:



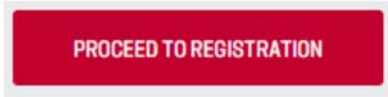
Select "Regional Emeritus" from the left menu:



Select "Course Details" for the 2023 MNSRC/US Soccer Regional Emeritus Online Re-certification on the right side:



In the middle of the next page there will be a bright red “Proceed to Registration” button to click:



Accept all statements and waivers on the next page, then proceed to payment and submit payment.

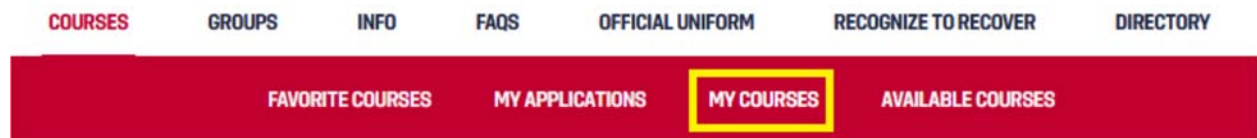
Discounts: MNSRC does not offer any discounts to officials on hardship or merit.

If you have registered for another role in Minnesota for 2022-23 (i.e., submitted payment after July 1, 2022) within the US Soccer Referee program, please contact the SRA at sra@minnesotasrc.com prior to making payment. We will issue a discount code for \$40 off so you only must pay the MNSRC Admin fee once for all roles you will serve.

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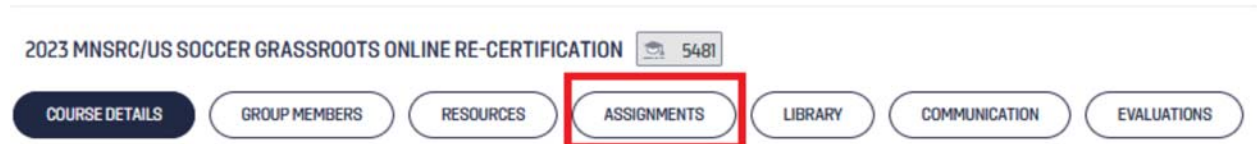
Once you have paid your fees, again hover over Courses along the top bar and this time select “My Courses”:



The recert you registered for will be displayed... click on “Go to Classroom”:



Now along the top bar click on the “Assignments” button:



One to three compliance assignments (depending on your age) will be displayed at the top of the next screen. You must complete any assignment not shown in green.

The bottom of the screen will have your Referee license assignments. The required assignments for Regional Emeritus officials are:

- Background Screening
- SafeSport
- Introduction to Safe and Healthy Playing Environments
- 2023 Laws of the Game Update
- Recertifying Regional Emeritus Quiz

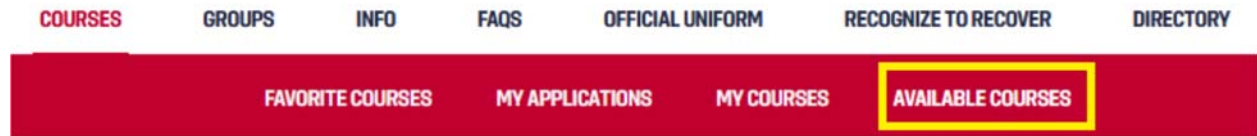
Upon completion of all assignments the SRA can evaluate your candidacy and approve your license. This will happen one to two times a week when games are occurring (August-September, November-June) but only once a month when USSF-affiliated matches are in the off-season (October-November, July).

Badges will be mailed within four weeks of licensure (that's NOT completion of your work, but within four weeks of the SRA approving your work).

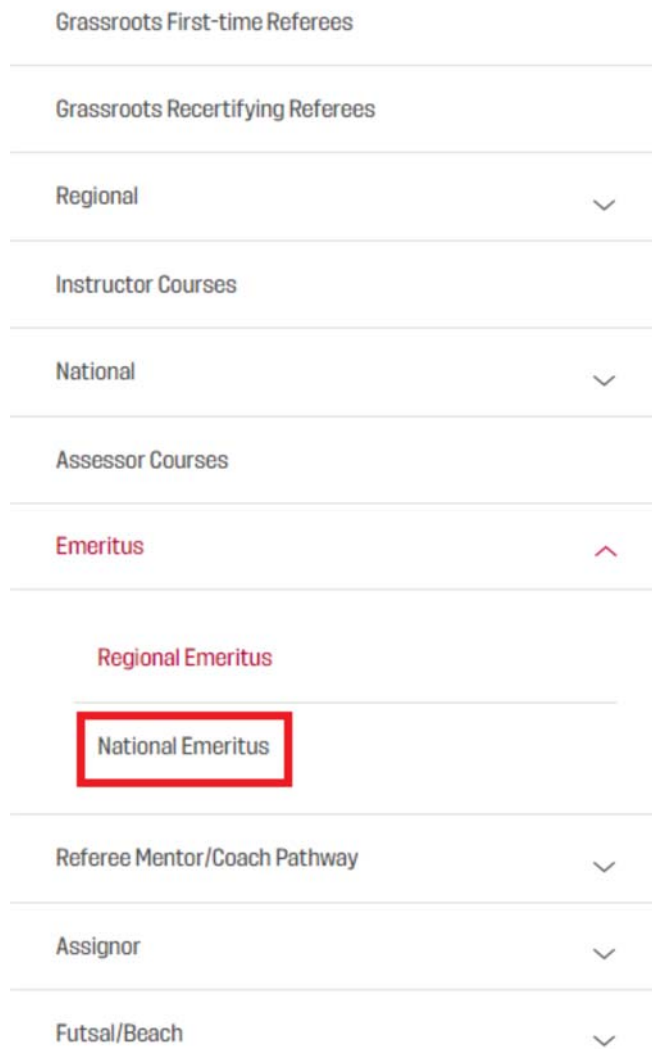
The deadline for US Soccer Referee certification in Minnesota will be midnight on Wednesday, June 21, 2023.

NATIONAL EMERITUS REFEREE RE-CERTIFICATION

When logged into the USSLC, hover over Courses, then select Available Courses:



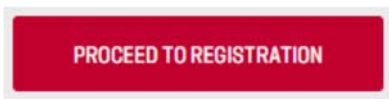
Select “National Emeritus” from the left menu:



Select “Course Details” for the 2023 MNSRC/US Soccer Regional Emeritus Online Re-certification on the right side:



In the middle of the next page there will be a bright red “Proceed to Registration” button to click:



Accept all statements and waivers on the next page, then proceed to payment and submit payment.

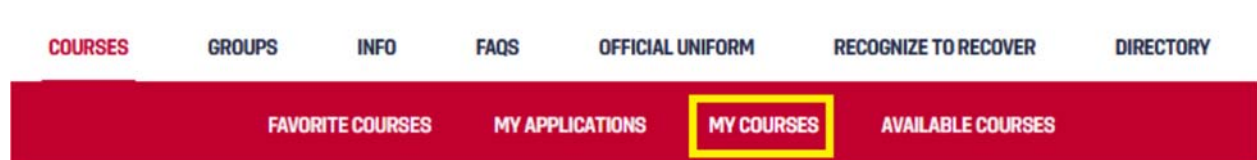
Discounts: MNSRC does not offer any discounts to officials on hardship or merit.

If you have registered for another role in Minnesota for 2022-23 (i.e., submitted payment after July 1, 2022) within the US Soccer Referee program, please contact the SRA at sra@minnesotasrc.com prior to making payment. We will issue a discount code for \$40 off so you only must pay the MNSRC Admin fee once for all roles you will serve.

If you referee both soccer and futsal, you may only receive a discount fee for one AFTER you have completed your payment and licensure for the other. We will check to ensure you have paid a full fee prior to issuing any discount codes.

Be advised that discount requests for any reason other than multiple program roles will be ignored without a response.

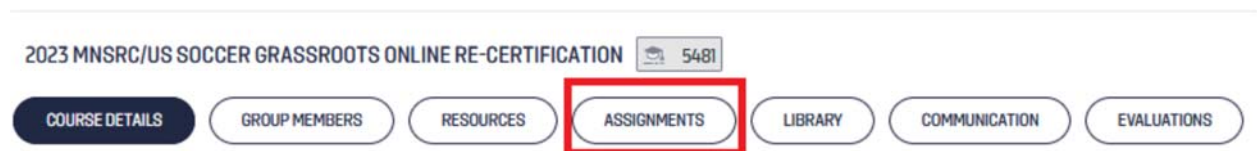
Once you have paid your fees, again hover over Courses along the top bar and this time select “My Courses”:



The recert you registered for will be displayed... click on “Go to Classroom”:



Now along the top bar click on the “Assignments” button:



Your compliance assignments will be displayed at the top of the next screen. You must complete any assignment not shown in green.

The bottom of the screen will have your Referee license assignments. The required assignments for National Emeritus officials are:

- Background Screening
- SafeSport
- Introduction to Safe and Healthy Playing Environments
- 2023 Laws of the Game Update
- Recertifying National Emeritus Quiz

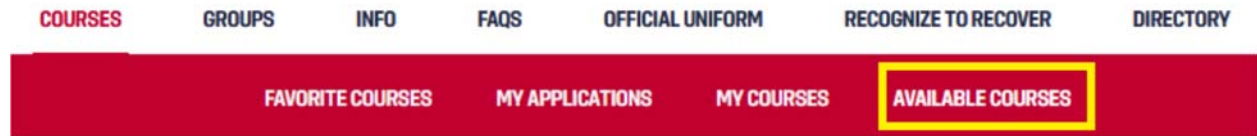
Upon completion of all assignments the SRA can evaluate your candidacy and approve your license. This will happen one to two times a week when games are occurring (August-September, November-June) but only once a month when USSF-affiliated matches are in the off-season (October-November, July).

Badges will be mailed within four weeks of licensure (that's NOT completion of your work, but within four weeks of the SRA approving your work).

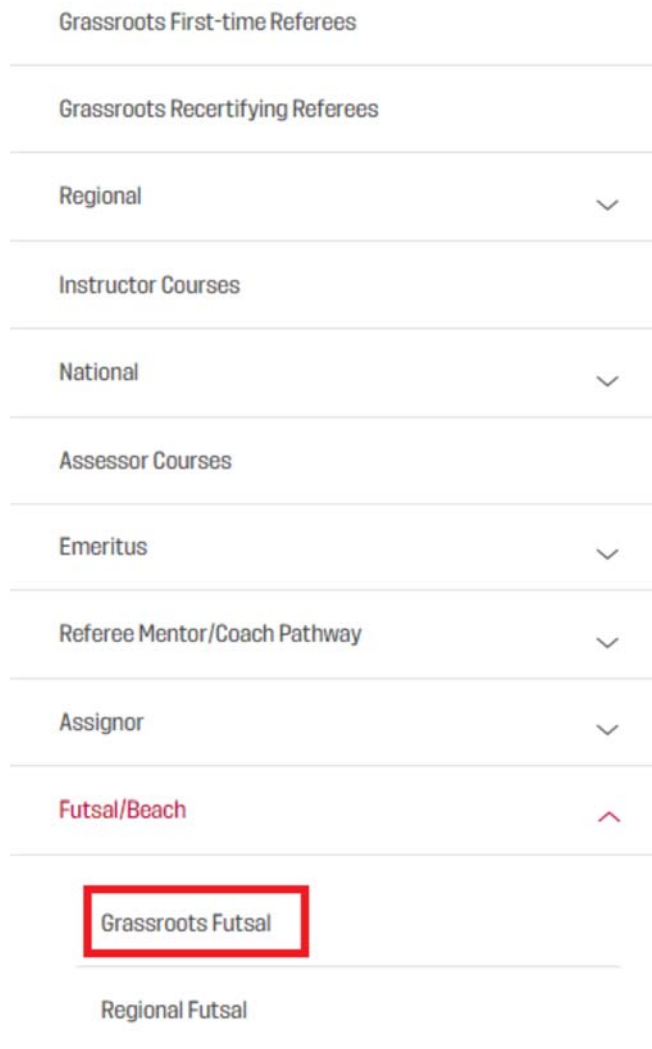
The deadline for US Soccer Referee certification in Minnesota will be midnight on Wednesday, June 21, 2023.

FUTSAL NEW AND RE-CERTIFICATION

When logged into the USSLC, hover over Courses, then select Available Courses:



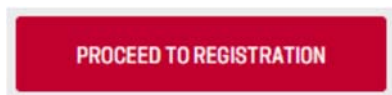
Select "Grassroots Futsal" from the left menu:



Select "Course Details" for the appropriate futsal course. If you are a returning futsal official (previously certified), select 2023 MNSRC/US Soccer Grassroots Futsal Re-certification Course. If you are a new futsal official (certifying for futsal for the first time), select 2023 MNSRC/US Soccer Grassroots Futsal Entry Online Course:

 2023 MNSRC/US Soccer Grassroots Futsal Entry Online Course  Remote	REGISTRATION	COURSE DETAILS
 2023 MNSRC/US Soccer Grassroots Futsal Re-certification Online Course  Remote	REGISTRATION	COURSE DETAILS

In the middle of the next page there will be a bright red “Proceed to Registration” button to click:



Accept all statements and waivers on the next page, then proceed to payment and submit payment.

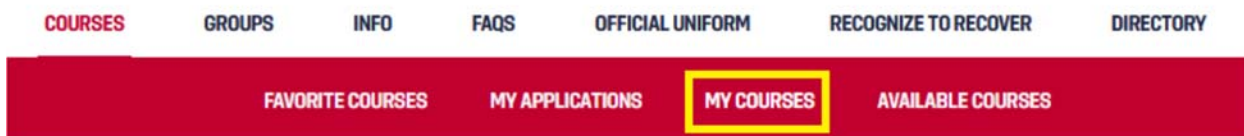
Discounts: MNSRC does not offer any discounts to officials on hardship or merit.

If you have registered for another role in Minnesota for 2022-23 (i.e., submitted payment after July 1, 2022) within the US Soccer Referee program, please contact the SRA at sra@minnesotasrc.com prior to making payment. We will issue a discount code for \$40 off so you only must pay the MNSRC Admin fee once for all roles you will serve.

If you referee both soccer and futsal, you may only receive a discount fee for one AFTER you have completed your payment and licensure for the other. We will check to ensure you have paid a full fee prior to issuing any discount codes.

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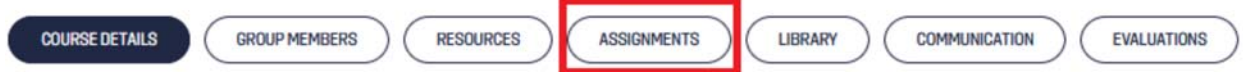
Once you have paid your fees, again hover over Courses along the top bar and this time select “My Courses”:



The recert you registered for will be displayed... click on “Go to Classroom”:



Now along the top bar click on the “Assignments” button:



One to three compliance assignments (depending on your age) will be displayed at the top of the next screen. You must complete any assignment not shown in green.

The bottom of the screen will have your Futsal license assignments. The required assignments for Grassroots officials (returning or new) are:

- Background Screening (18 years old or older)
- SafeSport (18 years or older)
- Introduction to Safe and Healthy Playing Environments
- Futsal Training Course
- Futsal Quiz

Upon completion of all assignments the SRA can evaluate your candidacy and approve your license. This will happen one to two times a week when games are occurring (August-March) but only once a month when USSF-affiliated matches are in the off-season.

Badges will be mailed within four weeks of licensure (that's NOT completion of your work, but within four weeks of the SRA approving your work).

The deadline for US Soccer Futsal certification in Minnesota will be midnight on Friday, March 31, 2023.

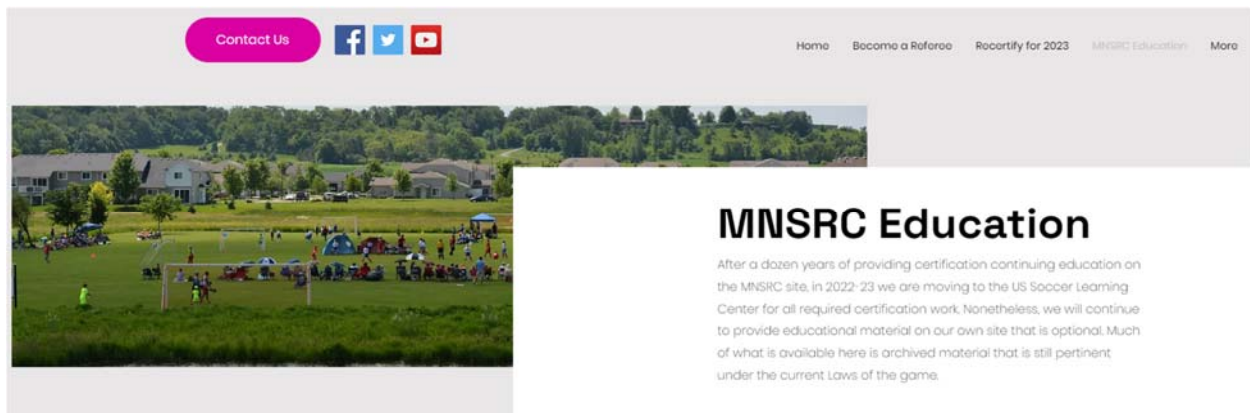
Final Notes

Refund Policies

- Background check fees are non-refundable once paid.
- There is a \$15 processing fee deducted from all refunds.
- Refunds are only eligible on transactions made within 90 days of the refund request.
- No refunds for a prior registration year can be made after June 30.
- Refunds can only be issued to the original card used for the transaction.

Further Education

While the SRC no longer maintains an account-based site with a log-in itself, we do provide numerous educational topics on the newly formatted site. Please go to www.minnesotasrc.com and click on MNSRC Education to access continuing education.



Reminders

Badges will be mailed four weeks after licensure... that's NOT completion of your work but rather four weeks after the SRA approves you.

Licenses are processed once to twice weekly during match season but only monthly during offseasons.

If you need your licensure and badge, re-certify EARLY, complete your work at least one month before you need your badge.

The deadline for US Soccer Referee certification in Minnesota will be midnight on Wednesday, June 21, 2023.

The deadline for US Soccer Futsal certification in Minnesota will be midnight on Friday, March 31, 2023.