



2010
Canadian Soccer Association
&
Ontario Soccer Association

ENTRY LEVEL REFEREE COURSE APPLICATION

**New registration process
and hosting requirements**

**PLEASE ENSURE YOU READ AND
UNDERSTAND ALL HOSTING
REQUIREMENTS**



2010 Entry Level Referee Course Frequently Asked Questions



1. What is the Entry Level Referee Course?

The Entry Level Referee Course is an introductory referee course designed by the Canadian Soccer Association. All individuals (age eligible) with no refereeing experience prior to 2010 must take the Entry Level Referee Course in order to be certified as a referee in Canada.

2. Who is eligible to take the Entry Level Referee Course?

An individual must be 14 years old on or before March 31st, 2010 in order to enroll in the Entry Level Referee Course.

3. What will happen if a referee does not meet the minimum age requirement to take the course?

If a participant is not 14 years old on or before March 31st, 2010, that person will not be certified as a referee. The club will be charged for this person's participation (at \$50). If the participant wishes to referee in 2010, they will be required to take the Mini Soccer Referee Course (as long as they meet the age requirements) in order to certify as a Mini Soccer Referee. They will have to re-take the Entry Level Referee Course when they are age eligible.

4. How long is the course and how much time will be spent on the field/gym?

Local circumstances affect both the type and length of training required to prepare a student Referee for evaluation and registration as a Referee. The course will be at least 12 hours, followed by a knowledge and understanding assessment and a session specifically designed to introduce successful candidates to the local administrative requirements. The overall expected time to deliver the training is 16 hours, which includes transit time between classroom and practical training facility, as well as natural breaks.

While the amount of practical instruction will vary depending on facility availability and individual instructors, at least 4 hours of instruction is to be completed in a practical environment.

5. How much does it cost to run an Entry Level Referee Course?

Clubs are required to pay a deposit to the OSA at the time of application in the amount of \$825. This amount covers the cost of 15 participants (\$50 per participant) as well as an additional 10 law books (\$7.50 per law book) that are shipped to the club prior to the course.

Automatically the OSA ships 25 sets of material to each host prior to the course, and this additional \$75.00 deposit is to include that additional material. If a course does not have the maximum 25 participants and the law books are returned to the OSA, the club will be refunded for those returned law books. If there are more than 15 participants attending the course, the club is required to pay \$42.50 for each additional participant at the conclusion of the course (this fee does not include the \$7.50 charge for a law book because the host has already paid for the law book). Therefore an example would be: if 25 participants attend, the club would pay \$42.50 x 10 extra participants = \$425.00). Please note that the costs of the facilities are the responsibility of the club.

6. What is the minimum/maximum number of participants per course?

There is no minimum number of participants required to host, however the club is required to pay for a minimum of 15 participants. The maximum number of participants is 25 (no exceptions).

7. What is required of the participants in order to complete the course?

In order to complete the course and be certified as a referee with the CSA/OSA, a participant must do the following:

- Register for course via Course Coordinator (C.C.) no later than 10 days prior to start of course
- Receive Pre-Course Workbook and Laws of the Game book from C.C
- Complete Pre-Course Workbook and bring to course (participants will not be permitted to course if they have not completed the workbook)
- Complete In-Class Workbook
- Write and pass Entry Level Referee Examination at the conclusion of the course

8. If a referee fails the exam, do they have to take the course over again to referee this year?

If a referee fails the exam, they will be certified as an OSA Recreational referee for the year, and will be able to referee in youth recreational leagues only. Districts may run re-sit exams, at their discretion, at which those who have failed the exam may re-write. If at that time the referee passes the exam, they will be certified as a CSA referee, and be eligible to referee competitive 11v11 matches.



2010 Entry Level Referee Course Hosting Requirements



1. The following is MANDATORY to host an Entry Level Referee Course:

- Classroom
- Field/Gym (minimum of 4 hours)
- LCD Machine (or alternative video display to which a computer can be connected)
- Computer with PowerPoint capabilities
- DVD Player (if computer is unable to play DVDs)
- Club Rep present throughout the entire course

*Note that a requirement of the course is an examination which includes DVD video questions. Not having this equipment will not enable the participants to meet the minimum requirements to complete the course, as determined by the CSA.

2. District Approval

Clubs must be in good standing with their District in order to host an Entry Level Course. Upon receiving the "Application to Host", the OSA will contact the district to ensure approval of the course.

3. Instructor Appointment

After obtaining District Approval, the OSA will appoint an OSA-certified instructor and notify the club. Clubs are free to request a specific instructor, and when possible, the OSA will make every effort to appoint the requested instructor.

4. Pre-Registration

Due to the new pre-course material that participants must complete, pre-registration is essential and MUST be cut off 10 days prior to the course. CSA regulations state that participants must be given 10 days to complete the pre-course workbook. It is at the club's discretion how they wish to distribute the pre-course material.

However in the 2008 pilot courses, having the participants pick the material up at a designated location proved to be the most efficient way of distribution. The pre-course material is mandatory, and instructors have been directed to not allow individuals into the course if they do not have the completed workbook with them.

Started in 2009, each participant that takes the entry level course is required to complete a clinic registration form and waiver or participants agreement. If the participant is under 18 years old (date of registration) the parent or guardian will also be required to sign the registration form and participants agreement. The OSA will provide well in advance these documents so the host has plenty of time to hand out these forms and collect them back from the participants or parents. Please note that it will be the responsibility of the club to hold on to these forms so that if the OSA requests a specific form at any time the host can provide that form to the OSA. A participant will not be eligible to take the course unless the required forms have been completed in full and the proper signatures are on the forms.

5. Day of Course

There must be a club representative (eg. Club Head Referee, Club Scheduler, Executive Member) present for the duration of the course. This does not have to be the same person at all times. It is recommended that this person make a presentation on the functioning of the club, as it relates to referee matters at a point during the course. Participants should be directed to bring the following material with them on the day of the course:

- Pencil/paper
- Whistle, athletic shoes and gear
- Water/snack, if not being supplied by the host

DAYS TO COURSE	STEP IN HOSTING PROCESS
30 +	Submit "Application to Host" form to OSA, along with \$825 deposit cheque for 15 participants.
20-30	Secure facility and audio-visual equipment as per Hosting Requirement guidelines.
20-30	Receive pre-course material from OSA.
10-30	Pre-register participants and distribute pre-course material as required.
10-30	Club is in contact with instructor to confirm details of course and division of on-field vs classroom time.
10	REGISTRATION ENDS.
10	Host sends Class list to the OSA Coordinator and the instructor.
0	Club Representative is present for duration of course.
+ 20-30	Club receives participants' results from the OSA.



2010 Entry Level Referee Course Hosting Requirements



6. In-Class Workbook

Participants will be required to complete an activity workbook during the course. The in-class workbook will not be marked and will be retained by the participant when they leave the course.

7. Examination

All participants in the course will be required to write an exam at the conclusion of the course. The exam will consist of multiple choice questions, including DVD video questions that will be answered on their answer sheet.

The exam will not be marked on the day of the course. The instructor will mark the exams and send the results to the OSA. After approval, the OSA will send the results of the exam to the club and individual participants.

There are 2 possible outcomes for the participants after writing the exam:

- If the referee passes: they will be certified as a CSA Referee and certified to referee in 11v11 competitive matches. The OSA will mail the referee their Registration Card and CSA Referee Badge.
- If the referee fails: they will be certified as an OSA Recreational Referee and certified to referee in 11v11 youth recreational competitions only. The OSA will mail the referee their Registration Card and OSA Referee Badge.

Referees who fail the exam are permitted to re-sit the exam after 30 days. Organization of re-sit exams are at the discretion of the District Association, and are pending the availability of an OSA-certified instructor to proctor the exam.

Referees who have not passed the exam by the end of the calendar year, are required to re-take the Entry Level Referee Course again the following year, if they wish to register as a referee.

8. Payment of Course and Minimum/Maximum Number of Participants

At the time of application, a deposit of \$825 is required. This amount covers the cost of 15 participants

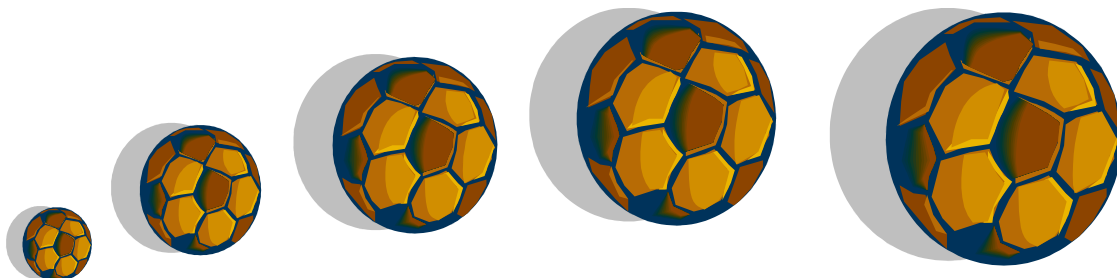
(\$50 per participant) as well as an additional 10 law books (\$7.50 per law book) that are shipped to the club prior to the course. Automatically the OSA ships 25 sets of material to each host prior to the course, and this additional \$75.00 deposit is to include that additional material. If a course does not have the maximum 25 participants and the law books are returned to the OSA, the club will be refunded for those returned law books. If there are more than 15 participants attending the course, the club is required to pay \$42.50 for each additional participant at the conclusion of the course (this fee does not include the \$7.50 charge for a law book because the host has already paid for the law book). Therefore an example would be: if 25 participants attend, the club would pay \$42.50 x 10 extra participants = \$425.00).

There is no minimum number of participants required to run a course, however the club is required to pay for a minimum of 15 participants. **The maximum number of participants permitted to the course is 25.** Due to the added work of workbooks and examination marking required of the instructor, the 25 participant maximum will be strictly enforced. If you have more than 25 people looking to register, it is recommended you contact a neighbouring club and run a 2nd joint course together.

If the course must be cancelled prior to the beginning, the club will be refunded the \$825 deposit cheque, minus any costs (mailing, instructor mileage) incurred by the OSA in relation to the course.

We thank you for your help and cooperation in implementing the Canadian Soccer Association Entry Level Referee Course. For additional information on the course, or to find the Club (Host) Checklist, please visit the Referee Development section on the OSA website at www.ontariosoccer.net.

If you have any questions about this document or the Entry Level Referee Course, please contact Kathleen McCarthy at kmccarthy@soccer.on.ca or by phone at (905) 264-9390, ext. 243.



COURSE NUMBER

10 - -

**2010 Entry Level Referee Course
APPLICATION FORM**

Name of Host District/Club:

Course Coordinator:

Email:

Mailing address:

CITY

POSTAL CODE

Phone: (H)

(W)

(C)

Secondary contact person (if applicable):

Email:

This application form must be submitted a **minimum of 30 days prior to the date you wish to run the course**. Applications submitted after this deadline will not be accepted. Upon receipt of the form and course deposit, the OSA Referee Department will seek approval from the District, and will appoint an instructor. The status of each course will be provided on the referee section of the OSA website at www.ontariosoccer.net.

Please list 2 sets of preferable dates on which you would like to host the course:

Preferable dates #1:

Preferable dates #2:

Requested Instructor (if applicable):

Additional comments/notes:

I have enclosed a deposit of \$825.00, made payable to "The Ontario Soccer Association". Note that this payment covers 15 participants in the course and 10 additional law books. Note: Unused law books can be returned to the OSA for a refund of \$7.50 per book. Also, additional participants must be paid for at the conclusion of the course.

I have read and understand the hosting requirements of the 2010 CSA/OSA Entry Level Referee Course.

Signature of Course Coordinator:

Date:

**PLEASE MAIL THIS APPLICATION TO:
The Ontario Soccer Association, Referee Development
7601 Martin Grove Rd., Vaughan ON, L4L 9E4
Telephone: (905) 264-9390 x243**

PROVINCIAL OFFICE USE ONLY

District Association approval by:

Date:

Confirmed Instructor: