

2005  
CLASS 4 REFEREE  
ENTRY LEVEL COURSE



**Important! Please Read  
New Instructions for 2005**

COURSE NUMBER

05 - -

## 2005 REFEREE CLINIC APPLICATION FORM

### Entry Level Class 4 Referee Course

*This application should be forwarded to the OSA Provincial Office.*

Name of Host District or Club \_\_\_\_\_

Course Coordinator \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Postal Code \_\_\_\_\_

Telephone [Home] ( ) \_\_\_\_\_ [Business] ( ) \_\_\_\_\_

Fax ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

\*\*\*Please submit this form as soon as possible. An instructor will be assigned once the course is approved. **The course coordinator will work with the instructor to set up suitable dates for the various course sessions.** The instructor will then confirm dates with the OSA Referee Development Department so course material can be forwarded to the instructor. The status of each course will be provided on our website at [www.soccer.on.ca](http://www.soccer.on.ca) under the referee section.

To speed up the process of finding an instructor for your course, please list two sets of preferable dates that you would wish to host this course: Please remember that these dates will not be confirmed until the course coordinator will work with the instructor to set up suitable dates.

Preferable date #1 \_\_\_\_\_ Preferable date #2 \_\_\_\_\_

Estimated number of participants [Note: minimum is 15 and maximum is 25]:

**I have enclosed a deposit of \$750.00, made payable to The Ontario Soccer Association.**

I understand that confirmation of this course will be subject to the approval of the District Association. The OSA Referee Development Program will seek this approval on behalf of the course coordinator.

Signature of Course Coordinator \_\_\_\_\_ Date \_\_\_\_\_

\*\*\* PLEASE SEE PAGE FOUR OF BROCHURE AS SIGNATURE NOW REQUIRED ON THIS PAGE AS WELL \*\*\*

**PLEASE MAIL THIS APPLICATION TO: THE ONTARIO SOCCER ASSOCIATION**

7601 Martin Grove Rd., Vaughan, ON L4L 9E4 Telephone: (905) 264-9390, ext. 236 or 238

#### FOR PROVINCIAL OFFICE USE ONLY

District Association approval by: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor: \_\_\_\_\_

Confirmed Dates: \_\_\_\_\_

Deposit Cheque # \_\_\_\_\_ CLUB/DISTRICT: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Deposit Date: \_\_\_\_\_

Cheque # \_\_\_\_\_ CLUB/DISTRICT: \_\_\_\_\_

Amount: \$ \_\_\_\_\_ Deposit Date: \_\_\_\_\_ Balance: \$ \_\_\_\_\_

# ORGANIZING AND RECRUITING FOR YOUR 2005 ENTRY LEVEL CLASS 4 REFEREE COURSE

Please use the following questions and steps to help guide you through the Course Application and Approval Procedures process.

## 1) What is a Class 4 Referee Course?

The Class 4 course is a twelve-hour program of instruction for those wishing to become referees. By successfully completing the course, individuals will be able to referee in youth recreational games, as well as be an assistant referee in youth competitive games.

The course has been designed with six hours of in-class instruction, followed by six hours of on-field instruction.

**\*\*For a maximum learning experience, it is strongly advised that the classroom sessions be held over a period of three to four days. This will allow the participants the opportunity to read materials, prepare questions, as well as identify concerns to the instructor. There is no written exam at the Class 4 Entry Level Course.**

## 2) How do I know I will need a Class 4 Referee Course?

Obtain a copy of the 2004 Referee Registration List from your District Association Office. Contact each official in your area asking and encouraging them to re-register for 2005.

The following equation will help you decide if and/or how many clinics you will need:

Number of referees needed for games: \_\_\_\_\_

Est. number of returning referees: - \_\_\_\_\_

New referees required: = \_\_\_\_\_

## 3) Who can Attend? How Many Participants per Course?

A) Participants must be **12 years old as of April 1, 2005** to attend an Entry Level Course. **\*\*Please do not allow younger people to sign up, as they cannot be registered.**

The age of the participants must be verified before he/she is accepted into the course. Underage participants will be required to re-take the course when old enough.

B) The maximum number of people allowed in a course is 25. If you have more than that interested in taking the course, it is recommended that another course be organized. Another suggestion is to contact a neighbouring club and arrange for a joint/combined course.

You have now decided on how many courses you will be hosting; it is now time to apply through The Ontario Soccer Association.

## STEP 1—APPLICATION PROCEDURES

Fill out the **2005 Class 4 Entry Level Course Application** and mail it to The Ontario Soccer Association. Please enclose the required \$750.00 deposit per course. **\*\*Application forms may also be found on The OSA website : [www.soccer.on.ca](http://www.soccer.on.ca) or obtained from your District Association Office.**

The cost for each participant is \$50.00. This fee for the entry level course includes their first year referee registration fee with The OSA. The host is required to submit an application form with the deposit of \$750.00 (includes GST), which covers the first 15 participants. This is the course fee; any additional costs (ie. rental of fields) are not included in this fee and are the responsibility of the host applicant.

Please remember that the deposit is non-refundable, except in the case where the course is cancelled in advance.

Deposit cheques should be made payable to “The Ontario Soccer Association”.

## STEP 2—APPROVAL PROCEDURES

Once the application is received by The Ontario Soccer Association, approval will be sought on your behalf at the District Association Level. When granted, The OSA will notify you immediately.

## STEP 3—INSTRUCTOR ASSIGNMENT— DATE/LOCATION DETERMINED

When the clinic is approved, an OSA certified instructor will be assigned to your course.

**It is the responsibility of the course host AND the instructor to establish the dates and location of the course.**

The host must arrange for a classroom (6 hours in total), soccer field (6 hours in total), tables, seating, shelter, and proper washroom facilities. Consider refreshments and/or luncheon arrangements or suggest participants bring a lunch.

(For other requirements, please check with instructor)

#### **STEP 4—INFORM THE ONTARIO SOCCER ASSOCIATION OF DATES AND LOCATION**

The host must contact the Technical Coordinator of the Referee Development Department at The Ontario Soccer Association (by email at [referee@soccer.on.ca](mailto:referee@soccer.on.ca) or telephone: 905-264-9390 ext. 236 or 238) immediately with the details. Your course information/details will then be available on The OSA website [www.soccer.on.ca](http://www.soccer.on.ca) under the Referee Section.

**\*\*Prior to the first day of the course, The Ontario Soccer Association will have provided all the course materials to the instructor. Only those attending the course are entitled to the materials (copy of the Laws of the Game, an OSA Referee Badge, an OSA Registration Card with course number). All remaining materials will be returned to the OSA, by the instructor, at the conclusion of the course.**

#### **STEP 5—DAY OF THE COURSE**

At the course, as the host, you will be required to have a representative from the Club (ie. Club Head Referee, Game Scheduler, Executive Member) present at all times. This individual will make a presentation about the functioning of the club as it relates to referee matters.

During the in-class sessions, each participant will also receive standard signs and signals for assistant referees along with the other course materials. Participants should bring a pen and paper for note taking.

For on-field sessions, participants should be instructed to bring their own whistle. They should wear appropriate footwear and clothing, as well as bring a water bottle.

#### **STEP 6—CONCLUSION OF THE COURSE**

**The host is responsible for any balance owing (for more than 15 people) that shall be paid by one cheque to The Ontario Soccer Association, given to the instructor on the last day of the course.**

(Count the number of participants OVER 15 , then multiply by \$50.00 each to calculate any balance owing. Please make the cheque payable to “The Ontario Soccer Association”.) When the course is finished, the instructor will mail the attendance sheet, **within 48 hours**. Participants who complete the course, receive the registration card and badge and meet the age requirement are considered registered at the course and are covered by The OSA Insurance Program.

Participants will receive their registrant number when the renewal packages are sent for their second year of referee registration (February 2005).

**\*\*If you have any further questions regarding the policies and procedures of hosting a Class 4 Entry Level Referee Course, please consult the OSA website [www.soccer.on.ca](http://www.soccer.on.ca) . If you need further clarification, contact the Technical Coordinator of the Referee Development Department by email at [referee@soccer.on.ca](mailto:referee@soccer.on.ca) or by telephone at 905-264-9390 ext. 236**

#### **Consent for Use of Personal Information**

I authorize The Ontario Soccer Association to collect and use personal information about me my child/ward, including name, address, email, telephone number, cell phone number, fax number, sex, age, date of birth, health card number (optional) and performance statistics for the following purposes:

- Receiving communications from The Ontario Soccer Association;
- Receiving information from The Ontario Soccer Association’s sponsors;
- Determining qualifications for upgrading;
- Media relations and publishing sports information;
- In the case of medical emergencies;
- Determining membership demographics and program wants and needs;
- Referee Identification/Recruitment; and
- Posting statistics, images and results on The Ontario Soccer Association’s website.

I also authorize The Ontario Soccer Association to disclose my my child’s/ward’s personal information to the Canadian Soccer Association, IT Sportsnet, mailing house (for direct communications from The Ontario Soccer Association), District Associations, Leagues and Tournament Host Organizations for the purpose of annual demographic reporting, registration, posting competition information and to communicate with registrants about soccer programs, events and activities.

I consent to The Ontario Soccer Association to take photographs, videotape, or digital recordings of me my child/ward and to use these in any and all media, including The Ontario Soccer Association’s website.

I understand that I may withdraw consent to the collection, use or disclosure of my personal information at any time by contacting The Ontario Soccer Association’s Privacy Officer at 905 264 9390.

I, \_\_\_\_\_, of the City of \_\_\_\_\_ and Province of Ontario, am fully informed as to the contents of this consent and understand the full import of powers to The Ontario Soccer Association, solemnly declare that I am of legal age and have authority and capacity to bind myself my child/ward and have executed this consent voluntarily.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date