



**2011**

**Canadian Soccer Association  
&  
Ontario Soccer Association**

# **Entry Level Referee Clinic Application**

**New hosting requirements for 2011.  
Please ensure you read and  
understand all the hosting requirements.**



# 2011 Entry Level Referee Course Hosting Requirements

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

- Classroom
- Field/Gym (minimum of 4 hours)
- Projector (or alternative video display to which a computer can be connected)
- Computer (preferably a laptop) with PowerPoint capabilities
- A TV and DVD Player (if computer is unable to play DVDs)
- Club Representative 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. Course Coordinator's Instructions

- Registrants need to be 14 years of age ON or BEFORE March 31<sup>st</sup>, 2011. No exceptions.
- The cut off date for clinic registration is 14 days before the course begins.
- Once an individual registers, it is your responsibility to have them fill out the waiver and registration form. 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. These forms should be kept at your club so that if the OSA requests a specific form at any time, the host can provide it. 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.
- Pre-course material will be shipped to the course coordinator well in advance. Pre-course material should be distributed to the participants up to 10 days before the clinic takes place.

- The pre-course material should be completed BEFORE participants show up for the clinic. The instructor will check to see if the pre-course work has been completed, and reserves the right to refuse a participant attend the clinic if the work is not completed.
- The OSA will send a blank class list to the course coordinator once the course has been approved. The course coordinator is to fill out the class list entirely. All fields should be filled out for each and every individual. **Please note: OSA numbers are to be retrieved by the course coordinator. If the registered referee is a coach or player, they have already been assigned an OSA number - this number needs to be recorded on the class list. It is mandatory that class lists are sent into the OSA 10 days before the clinic for the OSA to approve. If class lists are not sent in on time, the OSA reserves the right to cancel the clinic.**

## 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. Participants should be directed to bring the following material with them for the course:

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

## 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 exams will be marked on-site and the participants will be notified that day if they have passed or failed.

If a referee passes, then they will be certified as a CSA Referee and receive a CSA badge. They can referee 11v11 competition.

If a referee fails, then they will be certified as a OSA Recreational referee and can referee recreational competition only.



# 2011 Entry Level Referee Course Hosting Requirements

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Referees who fail the exam can participate in a re-sit exam after 30 days. Re-sit exams are up to the discretion of the district.

Referees who have not passed the exam or the re-sit exam by the end of the calendar year are required to retake the Entry Level Referee Course if they wish to register as a referee with the OSA.

The referee will receive the following items at the end of the course:

- Appropriate badge (depending on a pass or fail)
- An identification card with their name, OSA #, date of clinic, clinic #, level of certification as well as the instructors signature.

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

- Cost: \$825.00 (Payment are to be made to the Ontario Soccer Association)
- This cost covers 15 participants (\$50/participant) plus the cost of 10 additional law books at \$7.50. Unused law books can be returned to the OSA for a refund of \$7.50/book.
- **The course can have a maximum of 25 participants.**
- If the course has more then 15 participants, then the club has to pay an additional \$42.50/participant (the host does not have to pay the additional \$7.50 for the law book because they already have paid for it in the clinic fee). An example would be: 25 participants: \$42.50 x 10 additional participants = \$425.00.
- There is no minimum number of participants for an Entry Level Referee Clinic.
- Clubs can host more then one clinic or partner with a neighboring club to host an Entry Level Referee Clinic.
- Cancelled courses will be refunded (minus any costs that were already incurred by the OSA i.e.: mailing, shipping of material etc).

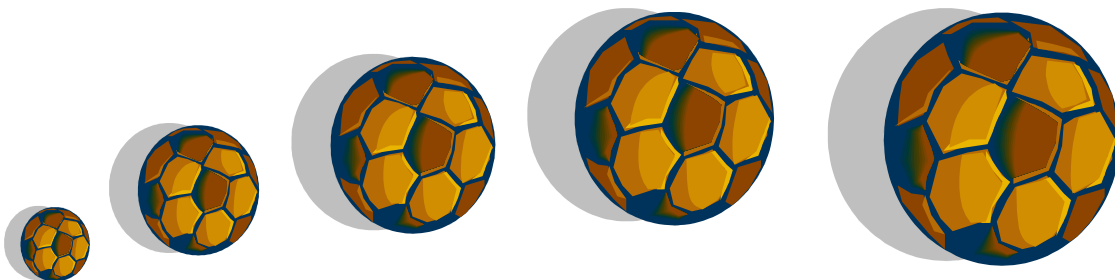
## 9. Course Material

Once the course has been approved by the District, the course coordinator will receive a package with the following materials:

- 25 Laws of the Game books
  - 25 Student pre-course workbooks
  - 1 Host Checklist & Flow Chart
  - 1 Letter to the Course Coordinator explaining the important changes for the 2011 Entry Level Referee Clinic season.
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**We thank you for your help and cooperation in implementing the Canadian Soccer Association Entry Level Referee Course. For additional information on the course, please visit our website at [ontariosoccer.net](http://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](mailto:kmccarthy@soccer.on.ca) or by phone at (905) 264-9390, ext. 243.**





# 2011 Entry Level Referee Clinic

## Frequently Asked Questions

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### 1. What is the Entry Level Referee Clinic?

The Entry Level Referee Clinic is an introductory referee course designed by the Canadian Soccer Association. All individuals (age eligible) with no refereeing experience prior to 2011 must take the Entry Level Referee Clinic in order to be certified as a referee in Canada.

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

An individual must be 14 years old on or before March 31st, 2011 in order to enroll in the Entry Level Referee Clinic. It is up to the clinic coordinator to ensure the participants are of age to attend the clinic.

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

The overall expected time to deliver the training is 16 hours, which includes 4 hours of practical instruction.

### 4. How much does it cost to run an Entry Level Referee Clinic?

Clubs are required to pay \$825.00 to the OSA at the time of application. This amount covers the cost of 15 participants as well as an additional 10 law books that are shipped to the club prior to the course. 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.

### 5. 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**).

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

- Register for course via the clinic coordinator no later than **14 days prior to start of course**
- Receive and complete the pre-course workbook and Laws of the Game book from clinic coordinator
- Complete Pre-Course Workbook and bring to course (participants will not be permitted to remain in the 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

### 7. 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.

### 8. I have asked for a specific Instructor, how come he or she was not assigned to instruct my course?

Requests for specific instructors are taken into consideration, however the OSA has to evenly distribute assignments for all of our certified instructors throughout the province.

### 9. Can participants from other clubs attend my Entry Level Referee Clinic?

Yes, there are no restrictions to those who would like to participate in the Entry Level Referee Clinic.

### 10. I cannot find a participant's OSA #. I have searched our club database and have been unsuccessful with my search, what should I do?

Contact the individual in your club who has access to the AIMS Registration Database. You can do a search on the database to retrieve the OSA #. If there is no success with this search, then please contact the OSA office.

**COURSE NUMBER**

**11 - -**

## 2011 Entry Level Referee Clinic 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 clinic. Applications submitted after this deadline will not be accepted. Once the application and payment are received, the OSA will seek District approval and appoint an instructor.

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 and 10 additional law books. 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 2011 CSA/OSA Entry Level Referee Course.

Signature of Course Coordinator:

Date:

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

**PROVINCIAL OFFICE USE ONLY**

District Association approval by:

Date:

Confirmed Instructor: