



Ontario Soccer Provincial Upgrading Program

Program Outline

May 2019

Introduction

The Canada Soccer Provincial Upgrading Program (PUG) is a program for male and female Match Officials seeking promotion to the Provincial List in Ontario. Successful completion of this program will increase your accreditation level from Grade 9 to 10.

The Provincial Upgrading Program is comprised of 3 phases:

- Application Requirements,
- Entry Requirements
- Upgrading Requirements

Each phase outlines specific tasks/requirements in order to move on to the next phase in the process.

NOTE: Any late, incomplete or incorrectly filled/submitted forms and documents will not be accepted

Phase 1: Application Requirements

The following items must be completed in order to progress with the Application Phase. Please ensure to refer to the "How to Apply" guidelines that are listed on page 4.

Item	Detail
Application Form	Completed with all fields filled
Grade Status	Must be a Grade 9 match official in good standing
Game Log	<p>Must submit a game log for the current outdoor season. Must have a minimum of 15 competitive matches as Referee and 10 as an Assistant Referee.</p> <p>All competitive 11v11 matches are eligible, OPDL, Ontario Cup, Regional Leagues, Senior District Leagues etc. If you are unsure which matches in your district are considered as "district competitive", contact your DRC for confirmation.</p> <p>*Please note that the level of games that you submit will be reviewed by the Match Official Development Committee. Although any game is acceptable, it is expected that you are officiating matches of a level that will prepare you to be a provincial match official.</p>
Eligible Assessment	Received an assessment at or above competency in a senior competitive match. Male or Female games are acceptable. Assessment report must be available on RefCentre.

DEADLINE:	October 1st, 2019 @ 11:59pm EST
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Phase 2: Entry Requirements

To successfully enter the 2020 season as a Provincial Upgrading Referee you must complete all of the following:

Item	Detail
Online Education Modules	Obtain at least 80% average mark on mandatory winter online education modules. The average mark is calculated based on completing all winter modules (lowest mark discarded).
Ontario Soccer Education Weekends	Attendance is mandatory. Dates TBD.
Registration Exam	Obtain at least 80% average mark on registration exam to renew Match Official License.
Canada Soccer Upgrading Exam	Pass the Canada Soccer Provincial Upgrade Exam with a minimum mark of 80%
Fitness Test	Pass the official Provincial Level High-Intensity (HI) Fitness test on or before May 31st, 2020.

Phase 3: Upgrading Requirements

To successfully complete the upgrading program you must complete all of the following during your Upgrading Season:

Item	Detail
Game Log	<ul style="list-style-type: none"> ▪ 20 qualifying games as a Referee ▪ 10 qualifying games as an Assistant Referee Please see Assessable and Qualifying Games Chart below.
Assessments	At least 3-5 assessments above competency (8.5 or higher) as a Referee. One assessment must be completed for opposite gender. Meeting competency requires a mark of 8.3-8.4. Above competency mark is 8.5.
Additional	Be in good standing during the upgrading season

DUE DATE:	September 30th, 2020 @ 11:59pm EST
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Fees & Program Details

PUG Program Fee	TBD
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Please note: Payment is due after the application is received and approved by The Ontario Soccer Match Officials Referee Development Committee.

Fee includes:

- Mandatory online winter education sessions and tests
- Fitness training program provided by strength and conditioning coach
- Two Ontario Soccer educational weekends¹
- Access to official Canada Soccer Upgrading Program and examination

Fitness Test	Fees
1 st Registered Test	\$20.00
2 nd Registered Test	\$50.00

Assessments	Fees
Min. of 3 – Max. of 5 per upgrading season will be permitted	\$70.00

Please note: Candidates successfully upgraded to the Provincial level at the end of the 2020 upgrading season, will not be required to enter Year 2 of the program.

Failing to meet “Entry Requirements” (Not accepted into the Program)

If any of the “Entry Requirements” are not met, the unsuccessful candidate can re-apply to enter the program the following season.

Failing to meet “Upgrade Requirements” in the first year

If any of the “Upgrading Requirements” are not met in Year 1 (assessments/games), the unsuccessful candidate is automatically enrolled in the program for Year 2 unless the Ontario Soccer is advised in writing by the candidate that they do not wish to continue. There will be no program fee charge for the 2nd year, but additional program fees will still apply (fitness/assessments, etc.). Candidates must pass the HI Fitness test and meet the “Upgrading Requirements” in Year 2 to successfully upgrade.

Failing to meet “Upgrade Requirements” in the second year

If any of the “Upgrading Requirements” are not met in Year 2, the participant is no longer in the Upgrading Program and is advised to spend an additional year at the District level working on improvement areas, possibly with a mentor and to re-apply the following year.

Refund Policy

- Amount to be determined. Amount refunded if it is determined by November 7th that the applicant does not wish to continue in the program.
- **No** refunds after November 7th, 2019.

¹ Hotels and mileage assistance provided. (Please read Ontario Soccer Match Officials Expense policy)



How to Apply to PUG

Phase 1: Application Requirements

All components of the Provincial Upgrading Program application are completed online via SportsEngine Program application form. Please review the following:

1. Application Form

- [Click here](#) to initiate your application form. Please note: you will be required to generate a SportsEngine Account to apply if you do not have one already.
- Fill in each field listed on the form. Each field is a requirement and will not submit unless filled in properly.
- For guidelines on how to download copies of your Game Log and Assessment, please review points 2 and 3 below.

2. Game Log

Submit a game log from E2E:

- Login to your RefCentre account.
- On the main screen click the "GAMES" tab.
- From the options available select "SCHEDULE".
- From the drop down menu select "ALL GAMES."
- Click "EXPORT TO EXCEL" This will produce a list of all of your matches from 2019. Please revise this spreadsheet to reflect only the number of games required to enter the program listed in the Game Log Requirements above. **All other games should be removed before submitting.**
- Save the document with the following name LAST NAME, FIRST NAME Middle Initial GAME LOG. EXAMPLE: "Smith, John R. Game Log".
- Upload into the field on the SportsEngine Program application form in PDF format.

Submit a game log with Spreadsheet (for game assignments not assigned on RefCentre):

- Download 'Application Game Log' spreadsheet online
- Fill in all applicable fields listed on the sheet
- Save the document with the following name LAST NAME, FIRST NAME Middle Initial GAME LOG. EXAMPLE: "Smith, John R. Game Log".
- Upload into the field on the SportsEngine Program application form in PDF format.

3. Assessment

Submit an eligible assessment:

- Login to your RefCentre account.
- On the main screen move your cursor over the "ASSESSMENTS" tab and select "ASSESSMENTS" from the options that appear. Select the assessment that you wish to submit and click "PDF" within the same row. This will produce a PDF document for you to submit.
- Save the document as LAST NAME, FIRST NAME Middle Initial Assessment. EXAMPLE: "Smith, John R. Assessment". Please ensure that the assessment meets the criteria listed above in the Assessment Requirements.
- Upload into the field on the SportsEngine Program application form in PDF format.



Phase 3: Upgrading Requirements

2019 Provincial Upgrading Match Official Assessable and Qualifying Games Chart

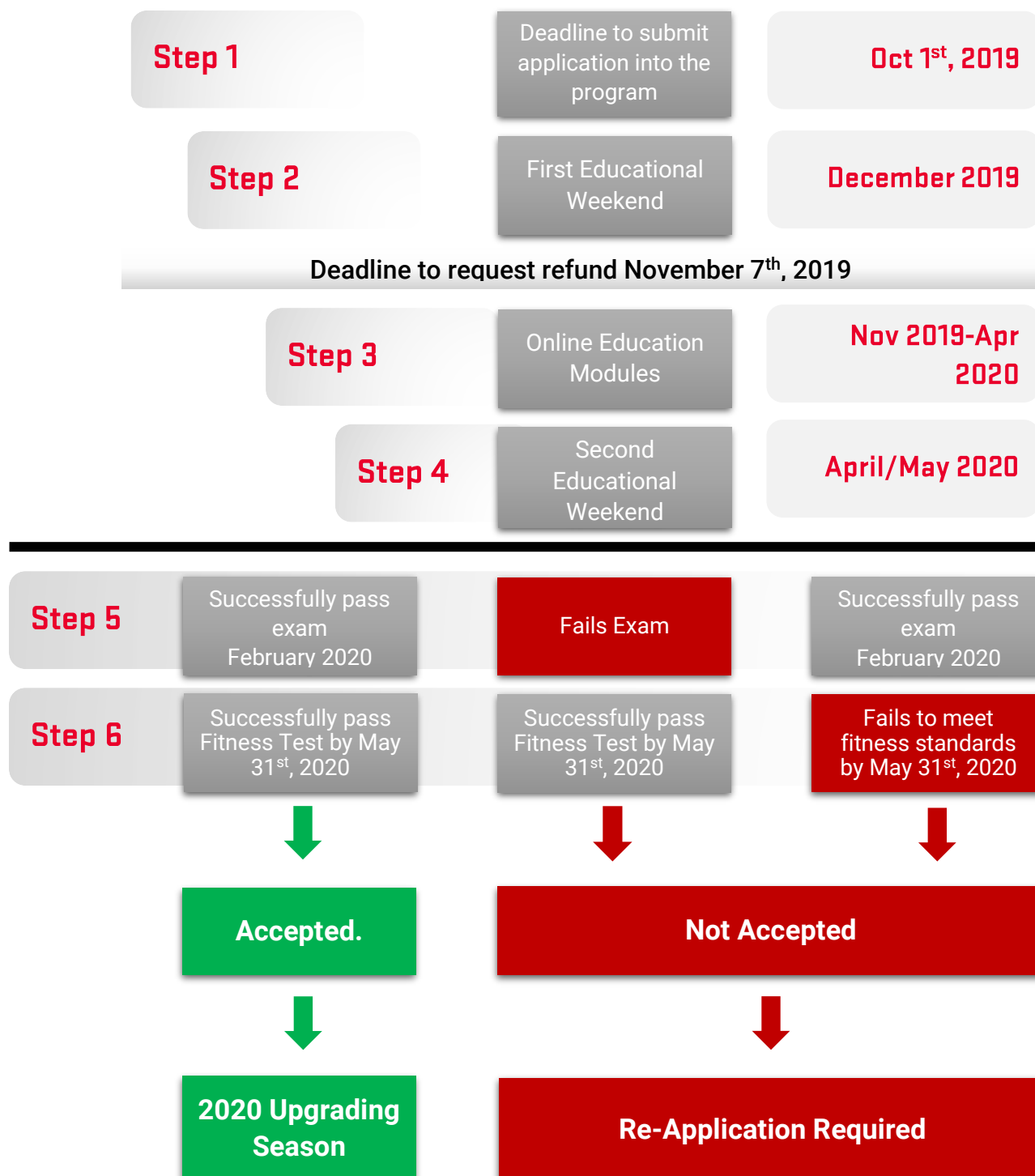
The Upgrading Assessable and Qualifying games chart outlines eligible games for those seeking qualifying games to complete their game log and assessable games to complete the assessment requirements of the 3rd Phase (Upgrading Requirements) of the Provincial Upgrade Program. Due date to submit your Upgrading Requirements is October 15th, 2019 @ 11:59pm EST. Please refer to the Assessable & Qualifying Games Chart online for more detail.




Play. Inspire. Unite.



Ontario Soccer Provincial Upgrading Program Process Guide 2019



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