



Entry Level Clinic Brochure

Match Officials Development

November 2019

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INTRODUCTION

The following guidelines will assist you in the process of applying for, and hosting, an Entry Level Clinic. Please read this brochure carefully as there have been revisions. The entire process for requesting to host a Clinic will be conducted online through RefCentre and Eventbrite for pre-registration purposes. Mail-in applications will not be accepted.

Individuals can search, and apply to register in a clinic at www.refcentre.com/ontario beginning January of the current year. Please direct your future students to this website to register for your clinic as it is the only way that students may sign up for a clinic. Please note that your clinic will not appear on this site until payment has been received by Ontario Soccer (see below). By completing and passing all clinic requirements, a graduate is automatically registered for the season in the current year with Ontario Soccer and is not required to register again until the following year.

If your Club has not hosted clinics in the past through RefCentre, [click here to acquire an account](#). For Club's that have hosted an Entry Level clinic in the past, the same RefCentre account will be used. To login to your account, simply visit www.refcentre.com and enter your Club's email address and password. If you have forgotten your password, simply click on the "forgot password" button on the sign in page.

PLEASE NOTE: The Entry Level Clinic is intended for those who wish to become an accredited Match Officials and are 14 years of age (as of March 31st of current year) or older. Please note that this age is set by Canada Soccer and no exceptions can be made for students who do not meet this age requirement.

APPLICATION PROCESS

Step 1: Pre-Registration

All clinic requests must first start by pre-registering for the desired time slot within your District via Eventbrite. Step-by-step instructions for this process can be found [here](#). **Please note:** Clinics that are solely taking place during the week do not require pre-registration.

Step 2: Clinic Registration

Once the pre-registration process has been successfully completed and a valid confirmation number has been provided from Eventbrite, you must register your clinic via RefCentre. Please ensure to include your confirmation number in your registration – this number validates the spot you secured on Eventbrite.

Step 3: Clinic Approval

Applications will be reviewed by Districts for preliminary approval and will then be available to Ontario Soccer for final approval. Please note that Ontario Soccer cannot approve a clinic until it has first been approved by the District. Clinics will only be approved and open for participants to register on RefCentre once payment has been received by the Ontario Soccer office.



Important Dates

In virtue of the Soccer Summit, clinics will not be held during that weekend. Please ensure to reach out to the Match Official Development Program to confirm dates.

Accessibility for Ontarians with Disabilities Act (AODA)

Hosts are required to read the AODA information prior to clinic approval. Please find the information here: <https://www.aoda.ca/the-act/>

Clinic Location and Contact Information

The application must include the complete address for the clinic location including the postal code. Additionally, a contact email and phone number must be provided or the clinic will not be approved.

HOSTING REQUIREMENTS

The following requirements are **MANDATORY** to host an Entry Level Clinic. Please feel free to utilize this as a checklist when preparing for your clinics.

Clinic Duration Total	16 Hours (12 hours in-class & 4 hours on-field)
Requirements	Description
Classroom Facility – 12 hours	Room must fit participants and instructors comfortably
Practical Facility – 4 hours	A suitable field/gym for practical session. Must be indoor during inclement weather.
Washrooms	Provided indoor for both Male & Female
Projector	Or an alternative video display which a computer can be connected to
Portable Speakers	
Internet Access	
Balls & Pinnies/Bibs	Contact your instructor to verify quantities
Club Head Match Official	and/or Equivalent (Club Representative) must be present throughout the entire duration of the clinic

CLINIC COSTS & PAYMENT

Participants	Cost
17 Students	\$1,700.00 (base fee)
1 Additional Student	\$85.00 per student

- The clinic covers the cost of the first 17 participants.
- The maximum number of participants is 25 per clinic.
- If the clinic has more than 17 participants, the additional charge will be applied to the host per student once the clinic has been completed.
- There is no minimum amount of participants, however the base fee will be charged unless prior arrangements are made.



Payments can be made online through RefCentre during your clinic request process or by cheque. If payment is made via cheque, an invoice will be emailed to the clinic coordinator and Club. This invoice, along with the appropriate payment, is to be sent to Ontario Soccer as soon as possible to ensure your clinic date is approved.

Please ensure that cheques are payable to The Ontario Soccer Association, include clinic number and host's full name (as they appear on RefCentre) on the cheque. Please mark to the attention of Yvette Henry.

Clinic Cancellation

A \$150.00 administrative fee will be charged for all cancellations. **Please note:** Clinics must be cancelled at least 10 days prior to the scheduled date or additional fees may apply.

CLINIC MANAGEMENT

Instructor Appointments

Ontario Soccer will appoint an accredited instructor via RefCentre. Once instructors are assigned and confirmed, they will have access to view the clinic details via RefCentre. Instructors will contact the clinic host upon being assigned. Please ensure to respond in a timely manner. While Ontario Soccer may consider requests for specific instructors, we cannot guarantee that all requests will be granted.

Participant Registration

Participants can register themselves through RefCentre at www.refcentre.com/ontario and the clinic coordinator can accept or decline the registration. This is the only way that a student can be added to a clinic. Please direct students to this website so that they may register for your clinic.

Please note: If a student has previously taken a Small Sided Clinic and are now registering for an Entry Level clinic then they will **need to create a new RefCentre account** with a new password and will be issued a new Ontario Soccer Registration Number.

Registration Types

Clinics can be classified in the following ways:

- **Open** – Clinic is open to registration without any restrictions
- **Private** – Participants are required to provide a “code” in order to register for the clinic. The “code” is created by the host at the time of the application.

Registration Deadline

Clinic registration will automatically close 5 (five) days before the clinic start date. Hosts are **NOT** authorized to accept registrations past this deadline. If a student shows up, or is advised to show up by the host, they will not be added to the clinic list, even if they sit through the entire clinic. As a result they will not be certified as a Match Official. Instructors are not involved in this process and shall not be requested to approve the addition of any students to their clinics. Even if a student has paid the clinic registration fee, they will not be able to graduate unless they have registered for the clinic online through RefCentre. Please ensure that you follow these guidelines. The pre-clinic deadline is necessary for participants and Ontario Soccer to complete pre-clinic requirements.



Class List Management

It is the responsibility of the clinic host to manage their class list. Any participants not showing up for the clinic must be removed from the class list on RefCentre. The system automatically invoices Clubs for the number of participants on the class list.

OS (Formerly OSA) Registration Number

OS numbers can be found on the OSCAR database. The Club Registrar has access to the OSCAR database and can search to find a participant's OS number. If one is not found, the system will create one. Please ensure that you make best efforts as an individual should not be given a new OS number if one already exists for them. This can cause much confusion on RefCentre and can negatively affect administrative processes for the Match Official.

Pre-Clinic Work

Participants are required to complete the necessary pre-clinic work before attending the clinic. This pre-clinic work consists of a series of questions with reference to the FIFA Laws of the Game. The pre-clinic work is available on the student's RefCentre account, along with a link to view the FIFA Laws of the Game. This pre-clinic work is mandatory and must be completed by the student prior to attending the clinic. To access this pre-clinic work students simply need to login to their RefCentre accounts using the credentials they created when registering for the clinic.

Instructors assigned to the clinic will check to see if the pre-clinic work has been completed on RefCentre and reserve the right to deny participants attendance at the clinic if incomplete.

DAY OF THE CLINIC

Club Representative

A Club representative (e.g. Club Head Match Official, Club Scheduler or Executive Member) must be present throughout the entire duration of the clinic without exception. Instructors will report if a Club representative is not present and appropriate action will be taken.

Participant Material

Participants should be directed to have the following material with them for the clinic:

- Pencil/Paper
- Current Laws of the Game Book (Hardcopy distributed by the Host)
- Hardcopy of workbook (downloaded from RefCentre)
- Whistle, athletic shoes and athletic gear
- Water/Snacks (if not supplied by the host)

In-Class Workbook

Participants are required to print the clinic workbook and bring it with them to the clinic. If they are unable to print it, the clinic host shall assist the student with printing the workbook. The in-class workbook will not be marked and will be retained by the participant upon conclusion of the clinic.

Please note: Even if the workbook is printed by the host students must still login and download the workbook from their RefCentre accounts. This is a pre-requisite and students will not be able to complete the graduation process if they do not complete this step.



INSTRUCTOR EVALUATION & EXAM

After attending the clinic, all participants are required to complete the “Clinic Feedback” which will be available on their RefCentre account. Participants will **not** be able to graduate unless they complete this step.

Participants will need to complete an online exam within a 48 hour window following completion of the clinic. They must complete the exam in one sitting and will have 1 hour to answer all the multiple choice questions.

PLEASE NOTE: some of the multiple choice questions may have videos included which are hosted on YouTube. Ensure that participants are aware of any YouTube restrictions at the location where they take the exam. Exams are automatically marked by RefCentre and participants will be notified by email within 48 hours of completion of the clinic if they have passed or failed the clinic.

Exam Outcome

Participants achieving a mark of 80% or higher will be accredited as a Canada Soccer Match Official and will be able to officiate 11v11 and 9v9 games. Participants who fail to achieve a mark of 80% will have one opportunity to re-write the exam. The re-write exam will be released and administered by Ontario Soccer (not the Instructor). Participants will be notified by email when the re-write exam has been released to them. If a participant does not achieve a mark of 80% on a re-write exam they will be required to take the Entry Level clinic over again. No additional opportunities to attempt the exam will be given to students who fail both the Entry Level Exam and the Entry Level Retake Exam. Please remind students that these are open book exams and they are encouraged to have their laws of the game book and clinic work-book with them when attempting the exam.

POST CLINIC

After results have been submitted and the clinic is complete, successful participants can:

- Complete the graduation process on RefCentre, from “student” to “Match Official”
- Collect a Canada Soccer Match Official Badge from the Host Club.
- Print their own personal identification card with their name, OS number, date of clinic, clinic number, and level of certification for their records

Laws of the Game Books & Canada Soccer Badges

Laws of the Game Books and Canada Soccer badge distribution will be communicated with and sent to the clinic coordinator listed on the RefCentre clinic.

Clinic coordinators will receive the exact number of books and badges according to their registration list after the registration cut off date. It will be their responsibility to distribute the law books and badges to the clinic participants. Badges should only be distributed to those who pass and graduate the clinic.



OVERVIEW & FAQ

What is the Entry Level Clinic?

The Entry Level Clinic is an introductory Match Official clinic designed by Canada Soccer. All individuals must take the Entry Level Clinic in order to be certified as a Match Official in Canada.

Who is eligible to participate in the Entry Level Clinic?

Participants must be 14 years old on or before March 31st of current year in order to enroll in the Entry Level Clinic. Please note that this age is set by the Canada Soccer and no exceptions will be made.

How long is the clinic and how much time is spent on the field/in the gym?

The total length of instruction is 16 hours broken down as follows: 12 hours of in-class instruction and 4 hours of on-field practical instruction.

How much does it cost to run an Entry Level Clinic?

Clubs are required to pay \$1,700.00. This amount covers the cost of 17 participants. If there are more than 17 participants attending the clinic, the Club is invoiced \$85.00 for each additional participant after the conclusion of the clinic.

What is the min/max number of participants per clinic?

There is no minimum number of participants required to host, however the Club is required to pay for a minimum of 17 participants. The maximum number of participants is 25 (**no exceptions**).

What is required of the participants in order to complete the clinic?

- 1) Register for clinic via RefCentre E2E.
- 2) Complete the pre-clinic workbook on RefCentre E2E.
- 3) Attend the entire clinic (16 hours)
- 4) Complete in-class workbook during the clinic.
- 5) Complete the feedback survey after the clinic
- 6) Pass the online Entry Level Match Official

Exam within 48 hours of completing the clinic.

What should a participant without access to a computer do to complete the pre-clinic workbook and the final exam?

All participants are required to complete both components of the clinic. Ontario Soccer suggests completing the exam at a friend's or family member's house, public library or even at their soccer Club.

I have asked for a specific instructor, why were they not assigned to instruct my clinic?

Requests for specific instructors are taken into consideration; however Ontario Soccer has to evenly distribute assignments for accredited instructors throughout the province.

Can participants from other Clubs attend my Entry Level Clinic?

Yes, there are no restrictions on who can participate in an Entry Level Clinic. Alternatively, hosts can use the "Private Clinic" option to allow only participants with a special clinic code to enter.

What should I do in case I can't find a participants Ontario Soccer number?

Please contact your Club's registrar.

Why do participants have to print out the documents for the clinic?

This is a requirement for Clubs who are looking to run clinics with Ontario Soccer.

I have an individual with a disability who would like to take the clinic. What should I do?

Please read the AODA information.

Can I add participants to the clinic list if they show up on the day of the clinic?

No, this is not permitted. Participants in the clinic must be registered **5 days** prior to the clinic so they can complete the pre-clinic work. Any late participants or interested individuals should be directed to the Ontario Soccer website to search and register for another upcoming Entry Level clinic.



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