



# Small Sided Game Clinic Brochure

**Match Officials Development**

November 2019



Play. Inspire. Unite.

## INTRODUCTION

The following guidelines will assist you in the process of applying for, and hosting, a Small Sided 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 for, and apply to register in a clinic at [www.refcentre.com/ontario](http://www.refcentre.com/ontario) beginning January of the current year. Please direct your future students to the 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 Match Official 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 Clubs that have hosted a clinic in the past, the same RefCentre account will be used. To login to your account, simply visit [www.refcentre.com](http://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 Small Sided Clinic is intended for those who wish to become an accredited Small Sided Match Officials and are 12 years of age (by March 31<sup>st</sup> of current year) or older.**

## APPLICATION PROCESS

### Step 1: Pre-Registration

All clinic request 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 Department to confirm dates.

## Accessibility for Ontarians with Disabilities Act (AODA)

Hosts are required to read the AODA information prior to clinic approval. Please read information at the link 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 Small Sided Clinic. Please feel free to utilize this as a checklist when preparing for your clinics.

|                              |  |
|------------------------------|--|
| <b>Clinic Duration Total</b> | 6 Hours (4 hours in-class & 2 hours on-field)  |
| <b>Requirements</b>          | <b>Description</b>   |
| Classroom Facility – 4 hours | Room must fit participants and instructors comfortably   |
| Practical Facility – 2 hours | A suitable field/gym for practical session   |
| 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 Officials    | and/or Equivalent (Club Representative) must be present throughout the entire duration of the clinic |

## CLINIC COSTS

| <b>Participants</b>  | <b>Cost</b>           |
|----------------------|-----------------------|
| 15 Students          | \$1,200.00 (base fee) |
| 1 Additional Student | \$55.00 each          |

- The clinic covers the cost of the first 15 participants.
- The maximum number of participants is 25 per clinic.
- If the clinic has more than 15 participants, an 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.**

### 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 instructor requests, we cannot guarantee that all requests will be granted.

### Participant Registration

Participants can register themselves through RefCentre at [www.refcentre.com/ontario](http://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.

### 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 2 (two) days before the clinic start date. Hosts are **NOT** authorized to accept registrations past this deadline. If a student shows up, or is told 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 Officials. Instructors are not involved in this process and shall not 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 a number. 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 Officials.

## Clinic Coordinator Guidelines

Clinic Coordinators are required to print and distribute the following documents for the Small Sided Game Clinic:

- Ontario Soccer Small Sided Game AR Module Workbook
- Laws of the Small Sided Game (7v7) Document

These documents will be available on the clinic coordinator's account on RefCentre.

## DAY OF THE CLINIC

### Club Representative

A Club representative (e.g. Club Head Match Officials, 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
- Laws of the Small Sided Game (7v7) (provided by Host)
- Ontario Soccer Small Sided Game Student Handout (provided by Host)
- Whistle, athletic shoes and athletic gear
- Water/Snacks (if not supplied by the host)

## 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 75% or higher will be accredited as a Small Sided Match Officials and will be able to officiate 7v7 games. Participants who fail to achieve a mark of 75% will have **one** opportunity to re-write the exam. The re-write exam will be released and administered by Ontario Soccer (not the instructor) on RefCentre. If a participant does not achieve a mark of 75% on a re-write exam they will be required to take the Small Sided clinic over again. No additional opportunities to attempt the exam will be given to students who fail both the Small Sided Exam and the Small Sided Retake Exam. Please remind students that this is an **open book** exam and they are encouraged to use clinic material to assist them while attempting to write 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 Officials”
- Collect a Match Officials 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

## Match Officials Badges

Ontario Soccer will send small Sided badges to the clinic coordinator. The exact number of badges will be sent to the clinic coordinator listed on the clinic contact information for distribution to participants after the number of graduates have been confirmed.



## OVERVIEW & FAQ

### What is the Small Sided Game Clinic?

The Small Sided Game Clinic is an introductory match official clinic. The focus of this clinic is to have students understand the basic concepts of Match Officialising and then apply this knowledge to their officiating of recreational, small sided (7v7) games.

### Who is eligible to participate in the Small Sided Game Clinic?

Participants must be 12 years old on or before March 31<sup>st</sup> of current year in order to enroll in the Small Sided Game Clinic.

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

The total length of instruction is 6 hours broken down as follows: 4 hours of in-class instruction and 2 hours of on-field instruction.

### How much does it cost to run a Small Sided Game Clinic?

Clubs are required to pay \$1000.00. This amount covers the cost of 15 participants. If there are more than 15 participants attending the clinic, the Club is invoiced \$55.00 for each additional participant after the conclusion of the clinic

### What is the minimum/maximum 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 15 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. Attend the entire clinic (6 hours)
3. Complete the feedback survey after the clinic
4. Pass the online Small Sided Game Examination within 48 hours of completing the clinic.

### What should a participant without access to a computer do to complete the final exam?

All participants are required to complete the final exam. 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 Small Sided Game Clinic?

Yes, there are no restrictions on who can participate in a Small Sided Game Clinic. Alternatively, hosts can use the "Private Clinic" option to allow only participants with a special clinic code to register.

### What should I do in case I can't find a participants OS number?

Contact your Club's registrar. They have access to the OSCAR Registration Database. You can conduct a search on the database to retrieve the OS number.

### 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?

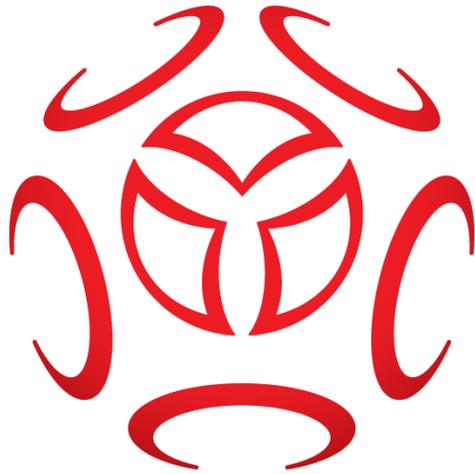
No, this is not permitted. Participants in the clinic must be registered **2 days** prior to the clinic. Any late participants or interested individuals should be directed to the Ontario Soccer website to search and register for another upcoming Small Sided Game clinic



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