



# Mentor Clinic Brochure

## Match Officials Development

November 2019



An agency of the Government of Ontario  
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**LONG TERM OFFICIALS DEVELOPMENT**

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## ONTARIO TRILLIUM FOUNDATION

An agency of the Government of Ontario, the Ontario Trillium Foundation (OTF) is one of Canada's largest granting foundations. With a budget of over \$136 million, OTF awards grants to some 1,000 projects every year to build healthy and vibrant Ontario communities

## INTRODUCTION

The following guidelines will assist you in the process of applying for, and hosting, a Mentor Clinic. Please read this brochure carefully and thoroughly. The entire process for requesting to host a clinic will be conducted online through RefCentre. Mail-in applications will not be accepted.

Individuals who apply to the Mentor clinic must be a current registered Match Official and have received prior approval from their Club Head Match Officials. Applicants can search for, and apply to register in a clinic within their own RefCentre account beginning April of the current year.

**PLEASE NOTE: The Mentor Clinic can only be applied for by currently registered Match Officials. Each individual must complete Part 1 before registering for Part 2 via RefCentre. All Mentors accredited under the previous Ontario Soccer Mentorship program must re-accredit under new program in order to mentor in Ontario.**

Please note that your Mentor clinic will not appear on RefCentre until payment has been received by Ontario Soccer (see below).

If your Club has not hosted clinics in the past through RefCentre, you will need to [click here to acquire an account](#). For Clubs that have hosted a clinic in the past, the same RefCentre account will be used for Mentor Clinics. 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.



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## APPLICATION PROCESS

Mentor Accreditation is comprised of two components:

1. Application & Online Module
2. Class Component

Applicants must complete the Application & Online Module in order to previous Ontario Soccer mentorship program must re-accredit under this new program.

<p><b>Step 1: Application &amp; Online Module Link Distribution</b></p>	<p>Clubs are responsible for selecting and distributing the Application &amp; Online Module link to selected individuals to complete the application portion of the accreditation.</p> <p>The Mentorship Program is Peer-to-peer centric and all-inclusive (ages 13 and up).</p> <p><i>Note: Applicants selected by the Club to complete Part 1 (Application &amp; Online Module) can only apply for Part 2 after completing Part 1 and receiving a certificate of completion. Please note: <b>This certificate must be brought to the clinic in order to permit entry (screenshot of certificate is acceptable).</b></i></p>
<p><b>Step 2: Clinic Registration</b></p>	<p>The Club will register for a 'Mentor Clinic' via their administrators account in RefCentre.</p> <p><i>Note: Mentor Clinics may only take place on weeknights from January to May due to high volume of Small Sided and Entry Level clinics, which take place on weekends. After May, they may be hosted on weekends.</i></p>
<p><b>Step 3: Clinic Approval</b></p>	<p>Club applications for Mentor Clinics will be reviewed by Districts for preliminary approval and will then be available to Ontario Soccer for final approval.</p> <p><i>Note: Ontario Soccer cannot approve a Mentor Clinic until it has 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.</i></p>

## MENTOR CLINIC STRUCTURE

### Part 1: Application & Module

- **Host**
  - Distribute Application & Module link to individuals they select to participate
- **Applicant**
  - Complete Application & Online Module. Certificate confirming completion required when attending clinic.

### Part 2: RefCentre

- **Host**
  - Apply to Host Mentor Clinic within RefCentre
  - Ensure Clinic requirements are met based on Mentor Clinic Brochure
- **Applicant**
  - Applies for Part 2: In-Class Component via their RefCentre Account



## Important Dates

In virtue of the Soccer Summit, no clinics can be held during that weekend. Please ensure to reach out to the Match Officials 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 a Mentor Clinic. Please feel free to utilize this as a checklist when preparing for your clinics.

<b>Clinic Duration Total</b>	3 Hours (in-class)  <b>Students must have completed the online Application &amp; Module component prior to the in-class session</b>
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Requirements	Description
Classroom Facility – 3 hours	Room must fit participants and instructors comfortably
Washrooms	Provided indoor for both Male & Female
Projector	Or an alternative video display which a computer can be connected to
Additional Resources	Chart Paper & Markers
Portable Speakers	
Internet Access	
Club Head Match Officials	and/or Equivalent (Club Representative) must be present throughout the entire duration of the clinic



## CLINIC COSTS

Participants	Cost
25 Students Max.	\$350.00 (base fee)

- The clinic covers the cost of 25 participants.
- The maximum number of participants is 25 per clinic.
- There is no minimum amount of participants, however the full 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 send attention Yvette Henry.

**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 \$50.00 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 instructor's r, we cannot guarantee that all requests will be granted.

### Participant Registration

Participants can register themselves through their RefCentre account provided they have completed the Application & Online Module component. The RefCentre clinic registration will require a 'Certificate Code' and will not accept their registration without one. This code can be found in the bottom left hand corner of their certificate. The clinic coordinator must accept or decline the registration. This is the only way that a student can be added to a 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 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 Mentor. Instructors are not involved in this process and shall not approve the addition of any students to their clinics. .

## 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.

## Clinic Coordinator Guidelines

Clinic Coordinators are required to print and distribute, or request that the participant print the following documents for the Mentor Clinic:

- Mentor Reports (U6-U8 & U9-U10)
- Mentor Handbook

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 Assignor 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 Resources

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

- Pencil/Paper
- Mentor Reports (provided by Host)
- Mentor Handbook (provided by Host)
- Mentor Module Certificate of Completion
- Water/Snacks (if not supplied by the host)

## INSTRUCTOR EVALUATION & CLINIC GRADUATION

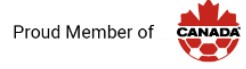
After attending the clinic, all participants are required to complete the "Clinic Feedback" which will be available on their RefCentre account. Participants will **not** be able to graduate unless they complete this step.

## POST CLINIC

After results have been submitted and the clinic is complete, successful participants will be processed from "student" to "mentor" by the clinic Instructor.



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