



**BC SOCCER**

**UPDATED REFEREE CLINIC  
PARTICIPANT INFORMATION PACKAGE**

UPDATED REFEREE CLINIC DELIVERY PLAN FOR VIRTUAL AND DISTANCED-BASED DELIVERY IN  
ALIGNMENT WITH BC SOCCER RETURN TO PLAY GUIDELINES

**Revised June 2021**

## Overview

BC Soccer's Referee Program exists to support and foster the development and education of referees from the grassroots to elite level of refereeing throughout British Columbia. The goal of BC Soccer is to provide registered referees across British Columbia with the tools necessary to help them develop their referee abilities.

### **BC Soccer Safe Sport Position Statement**

*BC Soccer believes that everyone involved in soccer has the right to participate in safe and inclusive environments free of abuse, harassment, discrimination, and to enjoy the sport at whatever level or capacity they participate in.*

## PARTICIPANT EXPECTATIONS

### Registration

- Students should be aware that their certification process will not fully be completed until they've successfully completed the on-line theory component; and on field practical component of a Small Sided or Entry Level clinic.
- Students should fully review the clinic details (dates and times) and confirm their availability, prior to signing up and registering for a clinic.
- Participants are required to complete a clinic in its entirety in order to receive credit for a particular clinic (this includes **online theory component** including; self-guided modules (if applicable), attending scheduled webinar ( zoom sessions), exam and **on-field practical component**).
- Participants who leave a clinic early and/or partially complete a clinic will not have completed the clinic in its entirety, and therefore will not receive credit for the clinic.

### Equipment

- Participants require a computer, laptop, tablet, mobile device, power cords, mouse, etc. that they are comfortable using. **Important Note: It is recommended that if a mobile device is being used, a Wi-Fi connection is available, as data charges may apply.**
- It is **mandatory** that all devices (computer, laptop, tablet or mobile device) are equipped with a **Video/Camera, Microphone, Headset and/or Speakers.**
- Internet Connection/Wi-Fi – this is the most important tool for successful facilitation of an online course. We strongly recommend that participants ensure that their Wi-Fi connection is strong and that they shut down all other devices connected to the Wi-Fi to ensure maximum bandwidth.
- Nearby power supply, extension cord(s).

### Participation

- Participants **Zoom Screen Name** must be **(First Name/Last Name of participant)**, so that instructors can allow participation into a Zoom session and record attendance.
- All participants **are required** to have their **Video/Camera** on for the entire duration of a Zoom Session.
- **Participants are NOT permitted to record or take screen shots of participants or webinar (zoom sessions). Any alleged unethical use and/or distribution of any recording or screenshots will be addressed through BC Soccer's judicial processes. Participants found guilty of this unethical behavior, will be sanctioned and can be suspended of all BC Soccer activities**

## Updated Delivery of Referee Clinics

### Small Sided Referee Clinic

#### 2021 Small Sided Clinic Breakdown & Structure:

| Online Theory Component   | On-Field Practical Component  |
|---|---|
| <ul style="list-style-type: none"><li>• (Two) 2-hour webinars (zoom sessions)</li></ul> | <ul style="list-style-type: none"><li>• On-field practical component: 2-hour on-field session</li></ul> |
| <ul style="list-style-type: none"><li>• Online exam</li></ul>                           |   |

#### Steps to Complete the 2021 Small Sided Clinic

1. Login to students RefCentre account at [www.refcentre.com](http://www.refcentre.com) with the email/username and password that were created during registration of the Small Sided Referee clinic. Students will require a copy of the [Small Sided Rules Document](#) for this clinic. A link to the Rules of the Game Document can also be found in the students' RefCentre account, located on the home page right above the course details.
2. Attend webinar zoom session #1
3. Attend webinar zoom session #2
4. Webinar meeting information will be emailed to students 3-4 days prior to the clinic. Please ensure your RefCentre account information (email) is current and up to date, to ensure you receive your meeting details via email.
5. Following attendance of the webinar sessions, students will be provided access to the online Small Sided exam via their RefCentre account, students will need to achieve 70% to pass the exam, and will be given 1hr and 20 minutes to write the exam.
6. Students who do not successfully pass the Small Sided exam in the first instance, will be given one opportunity to re-do the exam. Students will need to wait 48hrs to retake the exam.
7. Students that receive a passing mark of 70% on their exam will be eligible to attend the on-field practical session scheduled for their clinic with a BC Soccer Instructor
  - a. Referee Badges will be provided at the on-field practical session
  - b. Certificates will be available in the student's RefCentre accounts

#### 2021 Entry Level Clinic Breakdown & Structure:

| Online Theory Component   | On-Field Practical Component  |
|---|---|
| <ul style="list-style-type: none"><li>• 17 self-guided law-based modules with questions via RefCentre</li></ul> | <ul style="list-style-type: none"><li>• On-field practical component: 3.5-hour on-field session</li></ul> |
| <ul style="list-style-type: none"><li>• (One) 2.5-hour webinar (zoom) session</li></ul>                         |   |
| <ul style="list-style-type: none"><li>• Online exam</li></ul>   |   |

#### Steps to Complete the 2021 Entry Level Clinic

1. Login to RefCentre [www.refcentre.com](http://www.refcentre.com) with the username (email) and password that were set up during registration of the Entry Level Referee Clinic. If student has forgotten password students can click on the for "forgot password" link before you login to RefCentre and the password will be emailed to you.
2. Complete the 17 self-guided law based modules with questions (approx. 7-10 hours). A link to the online modules can be found in students RefCentre account in Yellow Box in the upper left-hand corner of home screen.
  - a. Students must achieve 80% on each module before moving onto the next module and will be given a minimum of 7 days to complete the online training.
  - b. Students **MUST** complete the online training prior to attending the webinar (zoom session).

3. Attend the webinar zoom session. Webinar meeting information will be emailed to students 3-4 days prior to the clinic. Please ensure your RefCentre account information (email) is current and up to date, to ensure you receive your meeting details via email.
4. Following attendance of the webinar session, students will be provided access to the online Entry Level exam via RefCentre; and will be given 7 days to complete the exam. Students will need to achieve 80% to pass the exam and will be given 1hr to write the exam.
5. Students who do not successfully pass the Entry Level exam in the first instance, will be given one opportunity to re-do the exam. Students will need to wait 48hrs to retake the exam.
6. Students that receive a passing mark of 80% for their course mark, will be eligible to attend the on-field practical session scheduled for their clinic with a BC Soccer Instructor.
  - a. Referee Badges will be provided at the on-field practical session
  - b. Certificates will be available in the student's RefCentre accounts

### **To access the online Small Sided/Entry Level Clinic webinar through Zoom**

To access the online clinic through Zoom, please follow the steps below:

1. Click on the "Join Zoom Meeting link sent via email by BC Soccer; or
2. Visit Zoom's website at <https://zoom.us/join>
3. If you are joining via the website:
  - a. Click on **Join a Meeting** tab in the top right corner of the homepage (shown in red below)
  - b. When prompted add your designated **Meeting ID**, and passcode (if applicable). The Meeting Id (can be a 9, 10 or 11 Digit number).
  - c. Click on **Join** tab and you're in!

### **CLINIC PAYMENT OPTIONS**

All participants must be registered via BC Soccer's referee management system RefCentre and are not recognized if they have not done so. Individual participants may pay their clinic fees through RefCentre by credit card (Visa or Mastercard) or Interact. Full payment must be made at the time of registration.

### **CLINIC TRANSFERS**

Students may transfer to a similar clinic as long as the new clinic is an "open clinic", and the original clinic has not yet started (webinar has not yet taken place). Students do not have the capability of transferring from one session to another session within multiple courses.

For the on-field practical component, students will have an option of transferring into another available on-field practical session via the students RefCentre account.

### **CLINIC REFUNDS**

In the event that a paid registrant cannot attend a clinic, registrants may transfer to a similar clinic before the clinic starts, or within 18 months after the original clinic date. If there are no appropriate clinics available to transfer to, refunds of clinic fees will be issued upon request by emailing Lynda Mulder at [lyndamulder@bcsoccer.net](mailto:lyndamulder@bcsoccer.net).

Annual referee registration fees and partially completed clinics are non-refundable. The system user fee paid on all clinics is non-refundable, with the exception of clinics cancelled by BC Soccer.

The refund e-mail request must include the following details:

- Full Name of Registrant
- Full name of Original Payee (i.e; credit card holder name)
- Who the refund should be made payable to
- Current Mailing Address
- Clinic number and, payment confirmation (receipt)

- Reason for refund request
- Completed [EFT Form](#). Approved refunds will be issued via Electronic Fund Transfer (EFT) within 45 days of the request date.