



BC SOCCER

**REFEREE CLINIC
HOST INFORMATION PACKAGE**

Revised July 2017

CANADA SOCCER/BC SOCCER REFEREE CLINIC OVERVIEWS

Member and affiliated Club Hosted Clinics

	Small-Sided Referee Clinic	Entry-Level Clinic	Refresher Clinic
Pre-requisite	Must be minimum of 12 years of age	Must be minimum of 14 years of age	Must be a registered referee
Course Length	7 hours	17 hours	3 – 4 hours
Description	Provides the basics of refereeing. Once individuals are successful in passing this clinic, they may officiate in any U12 and/or Small-Sided match.	<p>The entry point of officiating 11-aside soccer. Topics covered include:</p> <ul style="list-style-type: none"> • Laws of the Game • Positioning • Signals • Administration of the Game • Preparation & Match Reporting <p>The course includes:</p> <ul style="list-style-type: none"> • 11 hours of theoretical training (classroom) • 5 hours practical (on-field) • 1 hour examination (video and written) 	Updates referees on the Laws of the Game, specifically reviewing any changes to the Laws of the Game. It also provides additional education and a fitness review.
Course Fee	\$40 + \$4.25 (system processing fee + GST) TOTAL: \$44.46	\$125 + \$4.25 (system processing fee) + GST TOTAL: \$135.71	\$60 + \$4.25 (system processing fee) + GST TOTAL: \$67.46
Who Hosts	Youth Clubs, Youth Districts	Youth Clubs, Youth Districts, Adult Leagues	Youth Clubs, Youth Districts, Adult Leagues
When	Year Round	<p>Interior: August 15th to June 30th of the following year</p> <p>Coastal: August 15th to May 31st of the following year</p>	<p>Interior: February 1st – May 31st</p> <p>Coastal: August 15th – December 31st</p>

BC Soccer Hosted Clinics

	Regional Clinic	Provincial Promotion Clinic
Pre-requisite	Must be a registered referee	Must be a registered referee Accepted application for consideration or Nomination by the BC Soccer Referee Committee Successful completion of the FIFA Fitness test and online examination (minimum 80%) on the Laws of the Game prior to the course. (Note: officials are only offered one attempt at this examination – this is a single annual examination set by the CSA and there are no retakes)
Course Length	17 hours	17 hours
Description	<p>The Regional Level Referee Clinic is for referees who are looking to achieve the next level in the Provincial Referee Program and be able to referee high level matches.</p> <p>The goal of this three day clinic is to teach and give appropriate tools to all individuals to advance their skills.</p> <p>The topics covered include:</p> <ul style="list-style-type: none"> • Laws of the Game • FIFA Fitness Test and Warm-up procedures • Dealing with Confrontation • Role of the Assistant Referee • Achieving and Maintaining Match Control • Right place Right time • Recognizing Challenges 	The three day course is an intensive mix of practical and theoretical referee training.
Course Fee	\$150 + \$4.25 (system processing fee) + GST TOTAL: \$161.96	\$150 + \$4.25 (system processing fee) + GST TOTAL: \$161.96
Who Hosts	BC Soccer	BC Soccer
When	TBD	TBD

CLINIC HOSTING GUIDELINES

In an ongoing effort to maintain uniform standards for referee education delivery across British Columbia, BC Soccer requires that any Club, District, League or Association that has been approved to host a referee clinic must adhere to the following clinic guidelines.

Clinic Host for all clinics must provide the following:

Facility Requirements:

- Full-sized field or gymnasium
- Classroom (with tables and chairs)
- Nearby power supply & extension cord(s)
- Whiteboard or Easel/Paper
- Markers (dry erase or regular)
- Washrooms and/or Changing Rooms

Equipment Requirements:

- Field disk markers (approximately 40)
- Pinnies (2 colours; 10 each colour)
- Corner flags
- 5 – 10 sets of referee flags
- 10 Size 5 soccer balls

REQUESTING A CSA / BC SOCCER REFEREE CLINIC

Small-Sided, Entry Level and Refresher Clinics may be booked online through BC Soccer by any member Club, District Association, or League that is currently in good standing with BC Soccer.

All clinic requests must be received by BC Soccer a minimum of 3 months prior to the clinic start date. This process will ensure that the necessary amount and type of certification clinics will be available for all referees.

In order to request clinics, the club/district/league seeking to host, will first require a RefCentre account. To create a RefCentre account, please follow the steps below. A video tutorial can be found here: <http://bcsoccer.net/hosting-referee-clinics>

Create an account:

1. Please visit www.refcentre.com/bcaccountrequests
2. Request an account by completing the form
3. A staff member from E2E (the provider of RefCentre) will contact you via e-mail with instructions once they create your account
4. To log in with your credentials visit www.refcentre.com

Request a course:

1. Under “Course Management” select “Add”
2. Select which course you wish to host: “Small-Sided” or “Entry Level” or “Refresher”

Select the course model:

3. **OPEN:** Anyone can register for this course. Each individual/student must pay themselves.
4. **PRIVATE:** The host can enter a code for the clinic. Only those who have/use the private code can register. There are two payment options displayed on the next screen:
 - Option 1:** Student Pays – Each individual/student must pay for the clinic
 - Option 2:** Host Pays - BC Soccer will invoice the host for all students who attend the clinic.
5. **OPEN/PRIVATE:** In this option, anyone may register for the course; if an individual enters the private code when registering, then BC Soccer will invoice the host for this person’s clinic fee. If the individual does not enter the private code, he/she will pay for the clinic. (Note: this option is not available for the Refresher Clinic. Please contact BC Soccer for more information.)
6. Fill in the clinic details
7. If the PRIVATE or OPEN/PRIVATE clinic option is selected, the host is responsible for distributing the code to participants it will be invoiced for. (Note: the host will be invoiced for all participants that use the code).
8. BC Soccer will assign all instructors. The host may request a specific BC Soccer Referee Instructor by indicating his/her name in the blank field “Instructor Requested”
9. Please allow a minimum of two weeks for BC Soccer to approve a requested course. Courses will not be approved until an instructor has been confirmed. This can take some time, especially in remote regions, or during peak times when instructors may already be assigned to other courses.

IMPORTANT NOTE

1. Clinic requests must be received via RefCentre a minimum of 3 months prior to the clinic start date and all are subject to BC Soccer’s approval.
2. Clinic materials will be sent once the course meets the minimum number of students.

To View Class List:

Go to Course Management – Management - View

To Edit your Course Details:

Go to Course Management – View – Edit

To Contact your Instructor:

Go to Course Management – Instructor – click their name to e-mail them or see their phone number.

ASSIGNMENT OF INSTRUCTORS

BC Soccer, under the guidance of the Canadian Soccer Association, will train ALL Instructors for delivery of the Referee Development Program. Only recognized and qualified BC Soccer Referee Instructors will be used in the delivery of BC Soccer Referee Clinics. Upon receiving annual clinic requests, BC Soccer will assign Instructors to all clinics. Once an Instructor accepts BC Soccer will then approve the course and referees may register.

CLINIC PAYMENT OPTIONS**Individuals Paying Clinic Fees**

Individual participants may pay their clinic fees through the secure BC Soccer referee management system by credit card. Full payment must be made before the start of the clinic. **Clinic Instructors do not accept payment at the Clinic.**

Hosts Paying Clinic Fees

Hosts that have set up a course whereby the host wishes to pay, may submit payment by sending a cheque to the BC Soccer office. A statement of the names of the participants that are being paid for must accompany this payment.

Please note: if a host is paying for the referees to attend a clinic, the referees are still required to register via the RefCentre online system and use the designated payment code. The host will be invoiced once the clinic has been marked by the BC Soccer Referee Instructor. **Clinic Instructors do not accept payment at the Clinic.**

Note: The Host Pays option is not available for the Refresher Clinic. Please contact BC Soccer for more information.

CLINIC FEE POLICY

All participants must be registered via the BC Soccer referee management system and are not recognized if they have not done so.

Note:

- Participants who register and pay online via credit card are fully registered.
- Participants who register with a payment code are not fully registered until payment is received in the BC Soccer office.

BC Soccer suggests that the individual participant register and pay for the clinic desired and submit expenses to be reimbursed by the member or affiliated club.

CLINIC PARTICIPANT MINIMUM/MAXIMUM NUMBERS

All Clinics require a minimum of 15 participants and a maximum of 30 participants. When minimum registration numbers have not been met in the timeframe outlined below the clinic will be cancelled.

5 working days for Coastal referee clinics and 10 working days for Interior for all referee clinics.

Important Notes: If clinic registration minimums have been met in the registration system and class lists do not reflect the minimum numbers, or if the clinic proceeds with less than minimum numbers, the District Association, League, or club host will be invoiced for the minimum number of participants.

The minimum and maximum participant numbers were established by the Canadian Soccer Association in conjunction with their Referee Development Department and the provincial partners to provide the following;

1. Optimal Instructor: Student ratios for learning
2. The need for multiple opinions and input for effective discussions and to optimize the learning process
3. Quality of learning ability diminishes as fatigue sets in during practical sessions (participants must take active role in demos)
4. Unfair to those participants if not given opportunity to observe, take notes vs. continually participating in practical sessions
5. Potential of injuries and non-participation in demos (worse case scenario = drop out of clinic completely further lessening numbers)
6. Motivation for instructor and students based on a balanced sized class

This official policy is both followed and supported by BC Soccer as the recognized provider of these development and community services.

Minimum age for all Referee Clinics is 14 years of age at the time of the clinic. This is a prerequisite set by the Canadian Soccer Association; there are no exceptions to this rule.

CLINIC REFUND POLICY

In the event that a paid registrant cannot attend a course, registrants may transfer to a course of equal level, with the same payment model as the original course (i.e. Student Pay course), before the course starts, or within 18 months after the original course start date.

If there is no appropriate course to transfer to, refunds of course fees will be issued upon request by emailing BC Soccer no later than 90 days after the course start date.

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
- Course level, location course number, payment confirmation (receipt)
- Reason for refund request

Approved refunds will be issued via cheque within 45 days of request date.

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