

## Canadian Soccer Association & Newfoundland and Labrador Soccer Association

### **Entry Level Referee Clinic Information Brochure**

The Entry Level course is an introduction to officiating. It is a 16 hour CSA-certified course designed to teach the Laws of the Game. The course is practically oriented and there is an examination. The minimum age a candidate may be presented for the Entry Level Course is 14 years. Candidates who do not reach the standard required by NLSA in the initial examination may not be presented for further examination until a period of 28 days has elapsed. Upon successful completion of the Entry Level course, an official may register as a District Level official, provided they have reached the age of 16 years. Referees between 14 and 16 years of age are registered as Youth Referees.

All clinic applications must be sent to the NLSA office, or the referee committee education coordinator (Gary Martin, garymartin@nl.rogers.com).

All entry-level clinics require an association to agree to host the clinic. Agreement to host involves a commitment to the provisions of this document.

**If an instructor arrives to teach a course, and either the venue is unsuitable or the participants have not completed the pre-course material and law books in a timely manner then it is at the instructor's discretion to cancel the course immediately.**

#### **Responsibilities of hosting organization:**

When requesting a clinic the hosting organization must provide the following information at least 4 weeks prior to the proposed date:-

- proposed location
- proposed dates
- contact information for clinic coordinator (cell # and e-mail)
- likely minimum number of participants

The clinic will be approved subject to the following provisions:

- the association and region being in good standing with the NLSA
- the proposed venue being approved by the instructor/ referee committee
- an instructor (s) being available.

NLSA will provide contact name of instructor, law books, and links to pre-course work material on approval of clinic.

The hosting organization is responsible for:-

- Identifying the clinic coordinator (note that clinic coordinators are required to work closely with instructors to meet the needs of the clinic)
- Distribution of law books at least 5 days prior to the start of the course, and distributing links to pre-course on-line workbook
- Setting the course fee for participants
- Collecting of any fees charged for registration
- Publicizing the course with their own and other organizations

- Collecting names and e-mails for all participants, and communicating with them prior to the course; preparing course registration spreadsheet
- Enforcing age limit for course
- Attending first session of course to deal with registration and facility issues; ensuring access to facilities
- 10 days before course- communicating final numbers so decision can be made as to number of instructors required
- Providing to instructor spreadsheet in provided format for all candidates
- Distributing badges and certificates to successful candidates

### **Instructor responsibilities**

- Approving venue
- Providing links to pre-course material
- Providing schedule and information to host organization for distribution to participants
- Instructing the course
- Providing results to NLSA and referee registrar

### **NLSA responsibility**

- Assigning instructors (via referee committee)
- Invoicing association for course
- Providing spreadsheet template for registration
- Providing law books to hosting association
- Providing badges to hosting association

Because of the practical nature of this course, it operates at a ratio of 12 students to one instructor.

### **Venue requirements**

The course is a mix of classroom and practical and the association needs to book an appropriate venue. The following requirements must be fulfilled:-

- Classroom space with enough space for all participants (available for 16 hours minimum)
- Digital projector and screen or equivalent
- Whiteboard/ blackboard or flip chart
- Facility for practical use- in summer months a soccer field, fully marked (half a field will work well). In winter/ spring a full sized gym
- The field is in use for about 4-6 hours during the course. The ideal set-up is where a gym is available in case of poor weather.

### **In-Class Workbook**

The participant will be prompted to print the course workbook and bring it with them to the clinic. If they cannot do so, we ask the clinic coordinator to assist the student with printing the workbook. The in-class workbook will not be marked and will be retained by the participant when they leave the course.

### **Registration**

If a referee passes, then they will be certified as a CSA Referee and can referee 11v11 competition.

- Registrants need to be 14 years of age ON or BEFORE March 31, 2019.
- The cut off date for clinic registration is 10 days before the course begins.

Referees who fail the exam can participate in a re-sit exam associated with a future course. Participants can re-write the exam only one time. Participants will be required to re-take the clinic the following year if they wish to officiate.

### **Badges**

Badges will be sent to the clinic coordinator once the clinic and final exams have finished. The exact number of badges will be sent to the clinic coordinator, and it is up to them to distribute the badge to the participant.

### **Payment of Course and Minimum/Maximum Number of Participants**

Cost: \$1040 plus HST, and travel costs for instructors. An invoice will be e-mailed to the clinic coordinator and club. This invoice along with the appropriate payment is to be sent into the NLSA within 30 days. This cost covers the cost of the first 12 participants.

The course can have a maximum of 25 participants.

If the course has more than 12 participants, then the club has to pay an additional \$87 plus HST/participant, up to 23 participants. With 24-25 participants the cost is \$2080 plus HST.

There is no minimum amount of participants.

Cancelled clinics will be charged a \$50 administrative fee.

### **Instructor requirements**

12 participants- one instructor

13-17 participants – one lead instructor plus one additional instructor for practical sessions

18-25 participants: 2 full instructors

## Frequently Asked Questions

### *1. What is the Entry Level Referee Clinic?*

The Entry Level Referee Clinic is an introductory referee course designed by the Canadian Soccer Association. All individuals (age eligible) with no refereeing experience prior to 2019 must take the Entry Level Referee Clinic in order to be certified as a referee in Canada.

### *2. Who is eligible to take the Entry Level Referee Clinic?*

An individual must be 14 years old on or before March 31st, 2019 in order to enroll in the Entry Level Referee Clinic.

### *3. How long is the course and how much time will be spent on the field/gym?*

The overall expected time to deliver the training is 16 hours (12 hours of in-class instruction and 4 hours of on-field instruction).

### *4. What is the minimum/maximum number of participants per course?*

There is no minimum number of participants required to host, however the club is required to pay for a minimum of 12 participants. The maximum number of participants is 25 (no exceptions).

### *5. What is required of the participants in order to complete the clinic?*

- Register for course.
- Complete the pre-course workbook
- Complete in-class workbook during the clinic.
- Write and pass the Entry Level Referee Examination

### *6. I have asked for a specific Instructor, how come he or she was not assigned to instruct my course?*

Requests for specific instructors are taken into consideration, however the NLSA has to evenly distribute assignments for all of our certified instructors throughout the province.

### *7. Can participants from other clubs attend my Entry Level Referee Clinic?*

Yes, there are no restrictions to those who would like to participate in the Entry Level Referee Clinic.

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