

## **Canada Soccer & Newfoundland and Labrador Soccer Association**

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

The Entry Level refereeing course is delivered through a combination of self-directed learning and a one-day in-person course. This replaces the previous 16 hour in-person course, although it covers the same subject matter. This document outlines hosting requirements and costs of the one-day in-person course.

The Entry Level course is an introduction to officiating, designed to teach the Laws of the Game, and the practical skills needed to start officiating 11/side soccer.

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 training coordinator (John Kennedy, [jkennedynl@gmail.com](mailto:jkennedynl@gmail.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.

The on-line self-directed learning part of the course is administered by the NLSA. Only those who have completed this module can register for the in-person course. Completion of the on-line course does not qualify the candidate to referee at any level until the in-person course is completed. The one day in-person course is hosted by clubs, regions or leagues, with instructors supplied by the NLSA

If an instructor arrives to teach a course, and either the venue is unsuitable, or the participants have not completed the self-directed learning part of the course then it is at the instructor's discretion to cancel the course immediately or exclude those who have not completed the on-line part of the course.

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

When requesting a clinic the hosting organization must provide the following information at least 3 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
- instructors being available.

NLSA will provide the contact information and name of instructor 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)
- Ensuring participants have downloaded the Laws of the Game app onto a mobile device (<https://www.theifab.com/logapp/>)
- 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
- Being available prior to 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 registration 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 whistles and cards 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 while respecting social distancing (available for 4 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.

### **Registration**

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

- Registrants need to be 14 years of age ON or BEFORE March 31 of the year of the course.
- 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: \$540 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. Covid protocols must be followed and may limit participants to ensure social distancing

If the course has more than 12 participants, then the club has to pay an additional \$45 plus HST/participant, up to 23 participants. With 24-25 participants the cost is \$1080 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
- 18-23 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 Canada Soccer. All individuals (age eligible) with no refereeing experience prior to 2021 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 31<sup>st</sup> of the year of the course and completed the self-directed learning module 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 8 hours.

### *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 self-directed Laws of the Game module
- Fully participate in the clinic.
- Write and pass the Entry Level Referee Examination

### *6. I have asked for a specific Instructor, why was he or she 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.

Updated 2021