



Small Sided Game Assistant Match Official Clinic Brochure

Match Officials Development

November 2019

INTRODUCTION

The following guidelines will assist you in the process of applying for, and hosting, a Small Sided Assistant Match Official Clinic. Please read this brochure carefully as there have been revisions. The entire process for requesting to host a clinic will be conducted online through RefCentre. Mail-in applications will not be accepted.

Individuals can search for, and apply to register in a clinic within their current Small Sided account via www.refcentre.com. Please note that your clinic will not appear on this site until payment has been received by Ontario Soccer (see below).

If your Club has not hosted clinics in the past through RefCentre, [click here to acquire an account](#). For Clubs that have hosted a clinic in the past, the same RefCentre account will be used. To login to your account, simply visit 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.

PLEASE NOTE: The Small Sided Assistant Match Official (AR) Clinic is intended for those who are current Small Sided Match Officials and wish to become an accredited Small Sided AR Match Official. Applicants must be 13 years of age (by March 31st of current year) or older and have been active as a Small Sided Match Official previously.

APPLICATION PROCESS

Step 1: Clinic Registration

Log in to your administrator account via refcentre.com and request a clinic. Ensure to select 'Small Sided AR' listed in the dropdown labeled 'Select Clinic Type'.

Step 2: Clinic Approval

Applications will be reviewed by Districts for preliminary approval and will then be available to Ontario Soccer for final approval. Please note that Ontario Soccer cannot approve a clinic until it has first 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.

Important Dates

In virtue of the Soccer Summit, clinics will not be held during that weekend. Please ensure to reach out to the Match Official Development Department to confirm dates.

Accessibility for Ontarians with Disabilities Act (AODA)

Hosts are required to read the AODA information prior to clinic approval. Please read information at the link 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 Small Sided AR Clinic. Please feel free to utilize this as a checklist when preparing for your clinics.

Clinic Duration Total	3 Hours (2 hours in-class & 1 hours on-field)
Requirements	Description
Classroom Facility – 2 hours	Room must fit participants and instructors comfortably
Practical Facility – 1 hours	A suitable field/gym for practical session
Washrooms	Provided indoor for both Male & Female
Projector	Or an alternative video display which a computer can be connected to
Portable Speakers	
Internet Access	
Balls & Pinnies/Bibs	Contact your instructor to verify quantities
Club Head Match Official	and/or Equivalent (Club Representative) must be present throughout the entire duration of the clinic

CLINIC COSTS

Participants	Cost
25 Students	\$250.00 (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 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 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 \$150.00 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 instructor requests, we cannot guarantee that all requests will be granted.

Participant Registration

Participants can register themselves through their current Small Sided RefCentre account at www.refcentre.com and the clinic coordinator can accept or decline the registration. This is the only way that a student can be added to a clinic. Please direct students to this website so that they may register for your 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 told 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 Match Official. Instructors are not involved in this process and shall not approve the addition of any students to their clinics. Even if a student has paid the clinic registration fee, they will not be able to graduate unless they have registered for the clinic online through RefCentre. Please ensure that you follow these guidelines. The pre-clinic deadline is necessary for participants and Ontario Soccer to complete pre-clinic requirements.

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. The system automatically invoices Clubs for the number of participants on the class list.

OS (Formerly OSA) Registration Number

OS numbers can be found on the OSCAR database. The Club Registrar has access to the OSCAR database and can search to find a participant’s OS number. If one is not found, the system will create a number. Please ensure that you make best efforts as an individual should not be given a new OS number if one already exists for them. This can cause much confusion on RefCentre and can negatively affect administrative processes for the Match Official.



DAY OF THE CLINIC

Club Representative

A Club representative (e.g. Club Head Match Official, Club Scheduler 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 Material

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

- Pencil/Paper
- Whistle, athletic shoes and athletic gear
- Water/Snacks (if not supplied by the host)

INSTRUCTOR EVALUATION & EXAM

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.

Participants will need to complete an online exam within a 48 hour window following completion of the clinic. They must complete the exam in one sitting and will have 1 hour to answer all the multiple choice questions.

PLEASE NOTE: some of the multiple choice questions may have videos included which are hosted on YouTube. Ensure that participants are aware of any YouTube restrictions at the location where they take the exam. Exams are automatically marked by RefCentre and participants will be notified by email within 48 hours of completion of the clinic if they have passed or failed the clinic.

Exam Outcome

Participants achieving a mark of 75% or higher will be accredited as a Small Sided AR Match Official and will be able to officiate as an Assistant Match Official for 9v9 games. Participants who fail to achieve a mark of 75% will have **one** opportunity to re-write the exam. The re-write exam will be released and administered by Ontario Soccer (not the instructor) on RefCentre.

If a participant does not achieve a mark of 75% on a re-write exam they will be required to take the Small Sided AR clinic over again. No additional opportunities to attempt the exam will be given to students who fail both the Small Sided Exam and the Small Sided AR Retake Exam. Please remind students that this is an **open book** exam and they are encouraged to use clinic material to assist them while attempting to write the exam.



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