



**BC SOCCER**

**UPDATED REFEREE CLINIC HOST INFORMATION PACKAGE**

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

**Updated June 2021**

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## CANADA SOCCER/BC SOCCER REFEREE CLINIC OVERVIEW

### BC Soccer, Member and affiliated Club Hosted Clinics

	Small-Sided Referee Clinic	Entry-Level Clinic	Refresher Clinic
<b>Pre-requisite</b>	Must be minimum of 12 years of age	Must be minimum of 14 years of age	Must be a registered referee
<b>Course Length</b>	6 hours	17 hours	2-3 hours
<b>Description</b>	<p>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> <p><b>The course includes:</b></p> <p><b>Online theory component:</b></p> <ul style="list-style-type: none"> <li>• (Two) 2-hour webinars online via Zoom</li> <li>• 1-hour 20 min examination (written) to be completed via RefCentre.</li> </ul> <p><b>On-field Practical component:</b></p> <ul style="list-style-type: none"> <li>• (One) 2-hour on-field practical session</li> </ul>	<p>The entry point of officiating 11-aside soccer. Topics covered include:</p> <ul style="list-style-type: none"> <li>• Laws of the Game</li> <li>• Positioning</li> <li>• Signals</li> <li>• Administration of the Game</li> <li>• Preparation &amp; Match Reporting</li> </ul> <p><b>The course includes:</b></p> <p><b>Online theory component:</b></p> <ul style="list-style-type: none"> <li>• 10-hours self-guided learning (online via RefCentre)</li> <li>• (One) 2.5-hour webinar online via Zoom</li> <li>• 1-hour examination (written) to be completed via RefCentre. Students will have 7 days to complete exam.</li> </ul> <p><b>On-field Practical component:</b></p> <ul style="list-style-type: none"> <li>• (One) 3.5-hour on field session.</li> </ul>	<p>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.</p> <p><b>The course includes:</b></p> <ul style="list-style-type: none"> <li>• Video Module &amp; questions to be completed via RefCentre</li> <li>• (One) 2-hour webinar online via Zoom</li> <li>• 0.5 hours fitness test (on-field) <b>*BC Soccer will seek to conduct this at a later date if possible.</b></li> </ul>
	All participants are required to successfully complete the online theory component, and on-field practical component in order to graduate and complete the Small Sided Referee Clinic	All participants are required to successfully complete the online theory component, and on-field practical component in order to graduate and complete the Small Sided Referee Clinic	Participants must complete Video Module with questions via RefCentre and Zoom session to successfully complete the 2020/21 Outdoor Refresher Clinic.
<b>Fees</b>	\$40 clinic fee + \$4.25 (system processing fee) + GST <b>TOTAL: \$44.46</b>	\$125 clinic fee + \$4.25 (system processing fee) + GST <b>TOTAL: \$135.71</b>	\$65 clinic fee + \$4.25 (system processing fee) + GST <b>TOTAL: \$72.71</b>
<b>Who Hosts</b>	Youth Clubs, Youth Districts	Youth Clubs, Youth Districts, Adult Leagues	BC Soccer

## 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.*

## REQUESTING A REFEREE CLINIC

Small-Sided and Entry Level Clinics may be booked online through RefCentre by any member or affiliated club that is currently in good standing with BC Soccer. In order to request clinics, the organization seeking to host, will first require an Administrative RefCentre account. If you already have an Administrator RefCentre account, please login to the account for your organization.

### **How to Create an Administrator RefCentre Account**

1. To request an account please complete the Ref Centre Request form <https://www.refcentre.com/bcaccountrequests/>
2. A staff member from E2E (the provider of RefCentre) will contact you via e-mail with instructions once they create your account

### **NEW Head Referee Contact Information in RefCentre**

1. **NEW** RefCentre now has the capability of displaying Club Head Referee contact information for individual clubs/organizations in RefCentre. When a student registers for a clinic, they will only see the head referee contact information listed for that club. This information is listed under the course details for the clinic in the student's RefCentre account.
2. To update the Club Head Referee information for your club's RefCentre account:
  - a. Login to Administrative RefCentre account
  - b. Under the "Set-up" menu select "Club Head Referee"
  - c. Select from the individuals listed as administrators for the club who should be given "Club Head Referee" privileges
  - d. If the Head Referee is not included as an administrator in your list, you can add the head referee under the "Set-up" menu select "Administrator"
  - e. Click "add" and complete information for Head Referee, then click submit
  - f. Proceed to add individual as Club Head Referee

Please be sure to keep your administrators list up to date. If there are individuals no longer with your organization you can manage these individuals under the "Set-up Menu" under "Administrator"

### **How to Request a Clinic**

1. Login to Administrative RefCentre account <http://www.refcentre.com>
2. Under "Course Management" select "Add"
3. Select course type from dropdown: "Small-Sided" or "Entry Level"
4. # of classroom sessions will default to appropriate sessions depending on course type.
5. Type of session: Open, or Private
  - a. **OPEN:** Anyone can register for this course. Each individual/student must pay themselves.
  - b. **PRIVATE:** The host can enter a code for the clinic. Only those who have/use the private code can register. Each individual/student must pay themselves.

- c. **PAYMENT OPTION:** Student Pays - Each individual/student must pay for the clinic
  - d. 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, once the course has been completed).
6. Code for private clinic (if applicable): If you are hosting a “**private clinic**” ensure that a code is set for the clinic or anyone will be able to register.
  7. Click **NEXT** and complete the clinic request details.

### **SMALL SIDED REFEREE CLINICS**

The 2021 Small Sided Referee clinic will focus on the latest Small Sided Rules teaching materials, and delivery of the clinic has been revised to consist of:

1. Online theory component: (**two**) 2-hour webinars (zoom) sessions, and online exam followed by;
2. On-field practical component: (**one**) 2-hour on-field session

#### **How to Complete Small Sided Clinic Request Information In RefCentre:**

**Webinar 1:** Provide a date, with suggested times that work best for your club/league/association for the 1<sup>st</sup> online webinar (zoom session). Suggested dates and times are proposed times only, and not guaranteed until the course has been approved.

**Webinar 2:** Provide a date, with suggested times that work best for your club/league/association for the 2<sup>nd</sup> online webinar (zoom session). Suggested dates and times are proposed times only, and not guaranteed until the course has been approved.

**In-Person (On-field practical session):** The in-person on-field practical session will follow the webinar (zoom sessions, and exam). Provide an exact date, time and location for a 2-hr field session (this session will be booked by the clinic host – so dates and times should be confirmed prior to requesting a clinic). Please ensure that clinic request timelines are being adhered to, when booking the on-field practical session.

**Maximum number of students:** All clinics require a minimum of 12 participants and a maximum of 20 participants to be conscious of any future restrictions. When minimum registration numbers have not been met in the timeframe outlined, the clinic may be cancelled and/or rescheduled (5 business days for Coastal referee clinics, and 10 business days for Interior referee clinics).

**Host Administrator:** Name of club host contact coordinating the clinic (include email and telephone information)

**Course Coordinator:** Name of club host contact coordinating the clinic (include email and telephone information)

**Payment Option:** Student pays. Host pays option is not currently available. If the host wishes to pay for a students registration, reimbursement will need to be coordinated directly with the student.

**Instructor requested:** The host may request a specific BC Soccer Referee Instructor by indicating their name in this field. BC Soccer will assign all instructors and will accommodate requests where/when possible.

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### **ENTRY LEVEL REFEREE CLINICS**

The 2021 Entry Level Referee clinic will focus on the latest FIFA teaching materials, and delivery of the clinic has been revised to consist of:

1. Online theory component: 17 self-guided law-based modules with questions via RefCentre, (**one**) 2.5-hour webinar (zoom) session, and online exam followed by;

2. On-field practical component: **(one)** 3.5-hour on-field session

### **How to Complete Entry Level Clinic Request Information In RefCentre:**

**Webinar 1:** Provide a date, with suggested times that work best for your club/league for the online webinar (zoom session). Suggested dates and times are proposed times only, and not guaranteed until the course has been approved.

- a) Students will be required to complete the self-guided learning component (approx. 7-10hrs) online via RefCentre prior to attending a webinar (zoom session)
- b) Students will be given a minimum of 7-days to complete the online training.

**Please note: Clinic registrations will close 7 days prior to the clinic start date (scheduled webinar session), to allow students the necessary time to complete the online training.**

**In-Person (On-field practical session):** The on-field practical session will follow the webinar (zoom session and exam). Provide an exact date, time and location for a 2-hr field session (this session will be booked by the clinic host – so dates and times should be confirmed prior to requesting a clinic). Please ensure that clinic request timelines are being adhered to, when booking the on-field practical session.

**Maximum number of students:** All clinics require a minimum of 12 participants and a maximum of 20 participants to be conscious of any future restrictions. When minimum registration numbers have not been met in the timeframe outlined, the clinic may be cancelled and/or rescheduled (5 business days for Coastal referee clinics, and 10 business days for Interior referee clinics).

**Host Administrator:** Name of club host contact coordinating the clinic (include email and telephone information)

**Course Coordinator:** Name of club host contact coordinating the clinic (include email and telephone information)

**Payment Option:** Student pays. Host pays option is not currently available. If the host wishes to pay for a student's registration, reimbursement will need to be coordinated directly with the student.

**Instructor requested:** The host may request a specific BC Soccer Referee Instructor by indicating their name in this field. BC Soccer will assign all instructors and will accommodate requests where/when possible.

### **Clinic Request Timelines:**

- All Small Sided clinic requests must be received by BC Soccer a minimum of 3-4 weeks prior to suggested clinic start time.
- All Entry Level clinic requests must be received by BC Soccer a minimum of 4-5 weeks prior to suggested clinic start time.
- Please allow a minimum of 5 business days for BC Soccer to approve a requested clinic. All clinics are subject to BC Soccer approval.
- BC Soccer will facilitate all online webinar (zoom sessions). Zoom meeting details will be sent to participants via email approx. 3-4 days prior to the webinar.

## 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 hosting a clinic; adhere to the following clinic requirements and any additional facility access and usage guidelines set forward by the PHO, local Health Authorities and local Municipalities .

**Clinic Host for all clinics must provide and ensure the following:**

### Facility Requirements

- Field or gymnasium (including associated costs with field or gymnasium rentals)
- Washrooms and/or Changing Rooms that are inclusive for all genders

### Field Equipment Requirements:

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

### Facility Access and Usage:

- Adhere to and refer to current PHO, local Health Authority and Municipality restrictions
- Adhere to and provide guidance pertaining to increased personal hygiene, cleaning protocols, symptom screening and other risk mitigation practices as applicable
- Look to reduce touch points with respect to equipment as applicable
- Allow for participants to maintain physical distancing as applicable
- Ensuring all safety measures are being met and adhered to.

## 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.

The host pay option is not currently available in RefCentre, therefore BC Soccer will not be invoicing hosts that wish to pay for students. If a member or affiliated club wishes to reimburse an individual to attend a clinic, BC Soccer suggests that the individual participant register and pay for the clinic and submit expenses to be reimbursed by the member or affiliated club.

## 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 Connor Smith at [connorsmith@bcsoccer.net](mailto:connorsmith@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.

## PARTICIPANT CLINIC EXPECTATIONS

### Registration

- Students should be aware, and fully understand they are only “starting” the process of becoming a referee, or taking a referee clinic, and that their certification process will not fully be completed until they’ve successfully completed the on-line theory component; and on field practical component once Provincial Health Restrictions are progressively loosened and/or on-field practical sessions are permitted.
- 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

## SUMMARY OF UPDATES

- A. 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.
- B. The Small Sided and Entry Level referee clinics have been updated to consist of:
  - 1. Online theory component and;
  - 2. On-field practical component.
- C. BC Soccer will facilitate all online webinar (zoom sessions). Zoom meeting details will be sent to participants via email approx. 3-4 days prior to the webinar.
- D. All Small Sided clinic requests must be received by BC Soccer a minimum of 3-4 weeks prior to suggested clinic start time.
- E. All Entry Level clinic requests must be received by BC Soccer a minimum of 4-5 weeks prior to suggested clinic start time.
- F. Head Referee Contact information can now be added to individual clubs/organizations in RefCentre. When a student registers for a clinic, they will only see the head referee contact information listed for that club.
- G. Clinic "Host Pays" option not currently available. BC Soccer will not be invoicing hosts that wish to pay for students. If a member or affiliated club wishes to reimburse an individual to attend a clinic, BC Soccer suggests that the individual participant register and pay for the clinic and submit expenses to be reimbursed by the member or affiliated club.
- H. Private clinic option is available. The host can enter a code for a clinic, and only those individuals who have/use the private code can register. Each individual/student will be required to pay themselves. Remember, if you are hosting a "private clinic" ensure that a code is set for the clinic or anyone will be able to register.
- I. Interact payment option now available in RefCentre