

# Clinic Application Process for Hosts



**ONTARIO  
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# **Submitting Clinic Applications**

# RefCentre



- **Login to Club or District Admin account at [www.refcentre.com](http://www.refcentre.com)**
- **If your Club does not have a RefCentre account, please click [here](#) to request one**
  - Please only submit ONE request per Club

# Course Management Tab



New Tools for Clinics



User Name: **Tim Baigent** [Log Out](#)  
User Type: **Administrator**  
Organization: **WOS**

Setup	<b>Course Manager</b>	Proxy	Schedule	Assign	Reports	Payment	News	Contact	About E2E	
League:	Course	<input type="text"/>	<input type="checkbox"/> Hide Confirmed Games	<input type="checkbox"/> Show open games only						
Week:	Add	<input type="text"/>								
	View	<input type="text"/>								
Sat. [Feb 16]	Course Balance		Mon. [Feb 17]	Tue. [Feb 18]	Wed. [Feb 19]	Thu. [Feb 20]	Fri. [Feb 21]			
	Instructor Summary									
	Declined									
There are	<b>Student</b>									
	Approve									
©2025,	Move									
	Withdraw									

privacy

# Course Management Tab



User Name: **Tim Baigent**  
User Type: **Administrator**  
Organization: **WOS**

Setup	Course Management	Proxy
League:	<b>Course</b> Add	▼
Week:	View	▼
Sat. [Feb	Course Balance	b 16]
There ar	Instructor Summary	
©2025,	Declined	
	<b>Student</b>	
	Approve	
	Move	
	Withdraw	

Setup	Course Management	Proxy	Schedule	Assign	Reports	Payment	News	Contact	About E2E						
Home	<b>ADD</b>														
Course	Use this tool to submit a request to host a course														
> Add	Course		Entry Level	▼											
View	# of sessions		1	▼											
Course Balance	Type of session		<input checked="" type="radio"/> open	<input type="radio"/> private											
Instructor Summary	Code for private course		<input type="text"/>												
Declined															
<b>Student</b>	<b>Course Payment</b>		For details on how to pay for a course, please <a href="#">click here</a> .												
Approve	By clicking the Next button below you agree to these terms.														
Move	<input type="button" value="Next"/>														
Withdraw	Your existing courses are														
	<table border="1"><thead><tr><th>Type</th><th>Start date</th><th>Status</th></tr></thead><tbody><tr><td>Small Sided</td><td>May 17, 2025</td><td>Not Approved</td></tr></tbody></table>	Type	Start date	Status	Small Sided	May 17, 2025	Not Approved								
Type	Start date	Status													
Small Sided	May 17, 2025	Not Approved													

Use the Add tool to submit a new course application

# Adding a Course



User Name: **Tim Baigent**  
User Type: **Administrator**  
Organization: **WOS**

Setup Course Management Proxy Schedule Assign Reports Payment News Contact About E2E

Home **ADD**

Course  
Use this tool to submit a request to host a course

Course  **Entry Level** ▼

# of sessions  **1** ▼

Type of session  **open**  **private**

Code for private course

**Course Payment**  
For details on how to pay for a course, please [click here](#).

By clicking the Next button below you agree to these terms.

Your existing courses are

Type	Start date	Status
Small Sided	May 17, 2025	Not Approved

Select Course Type

Open sessions are available to all students

Private sessions require a code which students must enter when selecting the course

Please review the Course Payment Information prior to submitting your application

Click Next to Continue

# Course Details



Home **ADD**

Course Entry Level

# of classroom sessions 1

**Session 1** 2025-05-03 9:00 AM to 5:00 PM

Maximum # of students 25

Location CARDEL Rec Centre

Address 1500 Shea Road

City Ottawa

Postal Code: K2S 0B2

Course administrator Robin Banks

Email robinu@gmail.com

Phone # 613 555 1234 ext

Head Referee Rusty Steel

Email rusty@gmail.com

Phone # 613 555 1234 ext

Cost to participant \$ 100.00

How to pay Please pay on line at [www.wosc.com](http://www.wosc.com)

Additional notes for students Bring a whistle and athletic gear |

Instructor requested

Back Next

Complete Form in its entirety

Payment instructions are for how the students will pay you for the course

Click Next to Continue

# Add Map Location

Course

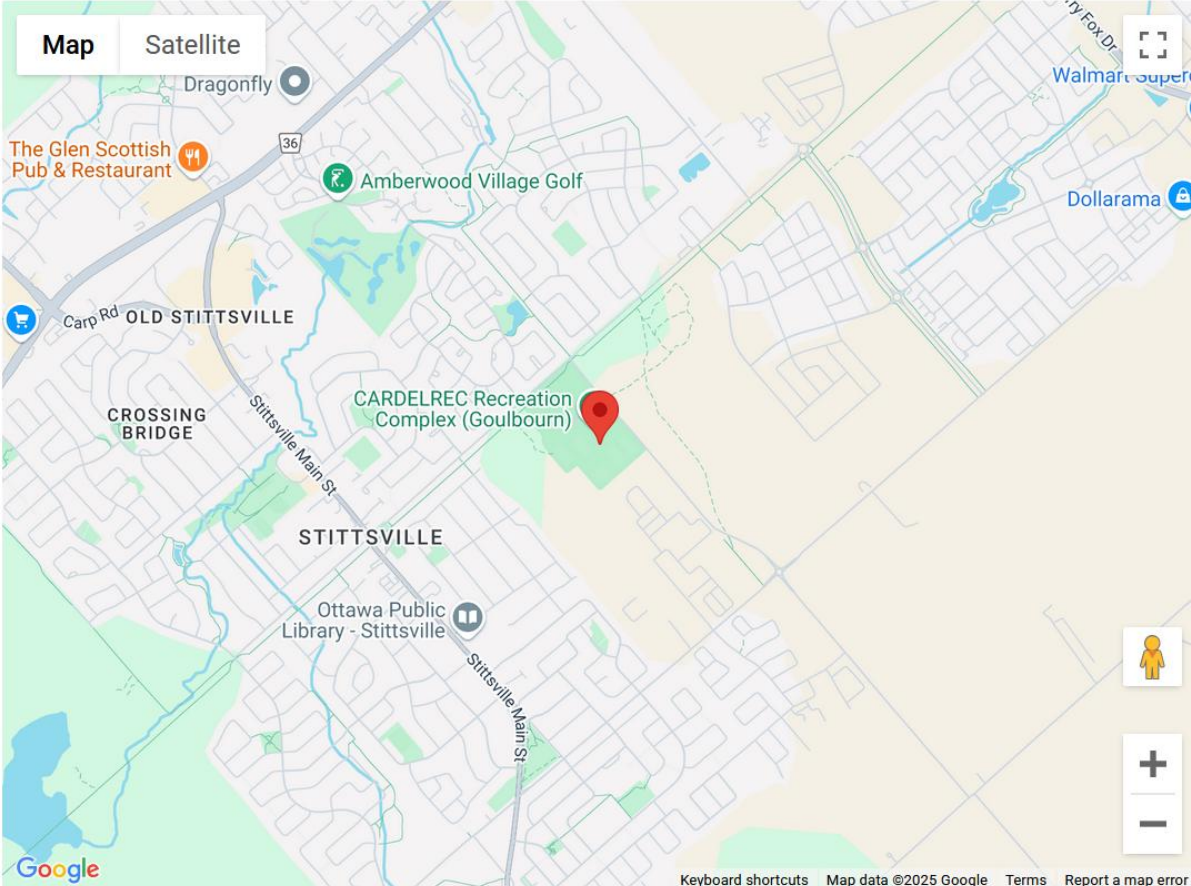
- > Add
- View
- Course Balance
- Instructor Summary
- Declined

Student

- Approve
- Move
- Withdraw

Please create a map for the location of the course by clicking on the location of the course

Location CARDEL Rec Centre



Map Satellite

Dragonfly

The Glen Scottish Pub & Restaurant

Amberwood Village Golf

Walmart Supercenter

Dollarama

Carp Rd

OLD STITTSVILLE

CROSSING BRIDGE

Stittsville Main St

STITTSVILLE

Ottawa Public Library - Stittsville

Stittsville Main St

Google

Keyboard shortcuts Map data ©2025 Google Terms Report a map error

Back Next

Use the Google Map feature to drop a pin at the clinic location

Click Next to Continue

# Review Application

**Home** | **ADD**

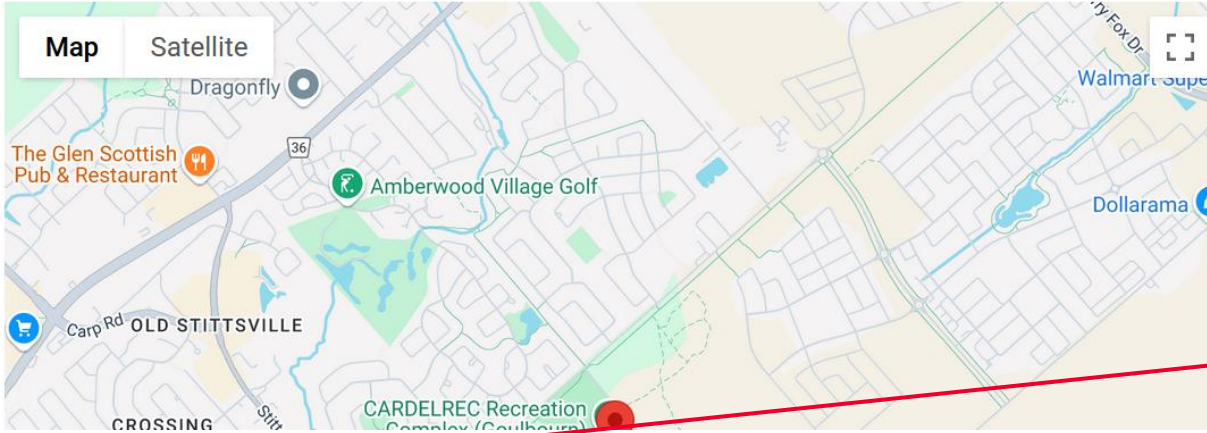
**Course**

ADD

- View
- Course Balance
- Instructor Summary
- Declined
- Student**
- Approve
- Move
- Withdraw

Please confirm this course before you make your submission

Host	WOS
Course type	Entry Level
Session 1	Saturday May 3, 2025 9:00 AM to 5:00 PM
Maximum # of students	25
Address	1500 Shea Road
City	Ottawa
Postal Code	K2S 0B2
Course administrator	Robin Banks
Email	robinu@gmail.com
Phone #	613 555 1234
Head referee	Rusty Steel
Email	rusty@gmail.com
Phone #	613 555 1234
Cost	100.00
How to pay	Please pay on line at <a href="http://www.wosc.com">www.wosc.com</a>
Additional notes for students	Bring a whistle and athletic gear
Instructor requested	



Review entire application to confirm all details are accurate

Click SUBMIT button at the bottom of the page

# Payment

Setup Course Management Proxy Schedule Assign Reports Payment News Contact About E2E

Home **COURSE BALANCE** Export to Excel

Course Add View

> Course Balance Refresh

#	Invoice Type	Course	Start Date	Amount	Date Paid	Payment Method
<input checked="" type="checkbox"/>	2414	Hosting	Entry Level	Apr 26, 2025	\$2625.00	<a href="#">reissue invoice</a>
<input checked="" type="checkbox"/>	2415	Hosting	Small Sided	Apr 27, 2025	\$2250.00	<a href="#">reissue invoice</a>
<input type="checkbox"/>	2418	Hosting	Entry Level	May 03, 2025	\$2625.00	<a href="#">reissue invoice</a>
<input type="checkbox"/>	2417	Hosting	Small Sided	May 04, 2025	\$2250.00	<a href="#">reissue invoice</a>

Pay Now

As part of the course application, you must pay the course fee. You may pay by credit card on the system by clicking the Pay Now button above or elect to pay by e-transfer or cheque.

**Course fees:**  
The cost of hosting an Entry Level Course is \$2,625.00  
The cost of hosting a Small Sided Course is \$2,250.00

**Preferred payment method:**  
Please note, paying by credit card is preferred. Paying by e-transfer or cheque could result in processing delays up to 10 days (after receipt of e-transfer/cheque).

**Alternative payment methods:**  
E-transfer – please send e-transfers to [etransferos@ontariosoccer.net](mailto:etransferos@ontariosoccer.net) with the Club name and course number you are paying for noted in the comment section (e.g. "Club Name" Match Official SS Course #2121).  
Cheque – cheques should be mailed to Ontario Soccer ATTN: Finance Department with the Club Name and course number noted in the memo (e.g. "Club Name" Match Official EL Course #2122).

Only after confirmed receipt of payment, will your application be reviewed and approved by Ontario Soccer staff.

Only once the course has been approved, will students be able to register for your course.

If you have any questions, please reach out to [matchofficials@ontariosoccer.net](mailto:matchofficials@ontariosoccer.net)

Pay for Courses under the Course Balance Tool

Select Courses to Pay for

Click "Pay Now" to complete payment via Credit Card

Follow instructions below to pay by e-transfer or cheque

# Payment via Credit Card



https://web.na.bambora.com/scripts/payment/payment.asp?merchant\_id=198850001&trnOrderNumber=



## Secure Payments

### Address Information

Name:	West Ottawa Soccer Club
Phone Number:	+1 613-831-1135
Phone Type:	<input checked="" type="radio"/> Mobile <input type="radio"/> Home <input type="radio"/> Work
Address Line 1:	
Address Line 2:	
City:	
Province:	Ontario
Postal Code:	
Country:	Canada
Email:	gm@wosc.com

### Ontario Soccer Secure Payment Page

Invoice/Order Number:	O-TVRELVVERNA
Amount:	\$4,625.00 CAD
Name on card:	
Card Type:	VISA
Card Number:	
Expiration Date:	01 / 2025
Card CVD:	<input type="text"/> <a href="#">What's this?</a>

Payment by Credit Card will re-direct to our Secure Payments page

The total for all courses selected on the previous page will be calculated so payment for multiple courses can be completed in one easy payment

# Course Approval

- **The Province will approve courses within 3 business days after payment has been received**
- **If you decide to pay by E-transfer or Cheque, there may be additional processing delays, up to 10 days after receipt**
- **ONLY after a course is approved will students be able to register for your course**



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# Thank You

## Match Official Development, Ontario Soccer

Thank you to our Partners who help us #PlayInspireUnite.

### PREMIER PARTNERS



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