



**ONTARIO  
SOCCER**  
EST. 1901

# Match Official Accreditation Clinics Hosting Guide

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## RefCentre: Hosting a Course

Ontario Soccer members - Clubs or Districts - may act as a host, and to do so must visit our website at <https://www.ontariosoccer.net/hosts>. This site will provide documents for member organizations to access to ensure their course management experience is easy and efficient.

### Step 1 – Creating an Account:

- Host organizations who wish to host a course must request an administrator account (if they do not already have one) by going to: <https://www.refcentre.com/ontarioaccountrequests/>
  - This account will then be reviewed by Ontario Soccer and either approved or declined. Once approved, the host will receive notification via email.
  - If declined, the host will receive an explanation via email from Ontario Soccer staff.
- Once the account is approved, RefCentre will prompt the account holder to fill in the contact information for the Host Organization.

### Step 2 – Requesting to Host a Course:

- Hosts will request a course of choice via RefCentre, Small Sided or Entry Level.
  - The host may elect to make the course open or private.
- Upon submission of the requested course, hosts will have two options for payment: online payment through designated Ontario Soccer system, or via E-transfer.
  - Payment must be made as part of the application process. Courses will not be approved until payment is received and processed.
- Hosts will receive an automatic email once a course has been approved.

### Step 3 – Assignment of the Instructors

- The assignment of instructors is managed by Ontario Soccer staff.

### Step 4 – Course Participant Registration:

- Participants **must be 14** years of age as of March 31<sup>st</sup> of the current year to attend the **Entry Level** Course.
- Participants **must be 12** years of age as of March 31<sup>st</sup> of the current year to attend the **Small Sided** Course.
- Participants must complete the online theory component of the course before attending the in-person practical component.
- Participants are to visit the following link to learn about and register for Ontario Soccer's Match Official courses: [www.ontariosoccer.net/referee-clinics](http://www.ontariosoccer.net/referee-clinics).



- Once participants request/apply to participate in a referee course, the **host will receive an email notifying them that an application was received**. The host must then sign in to RefCentre and approve or decline the application. No other option is available for selection.
- It is the host's responsibility to manage the class list of the course they are hosting. They are fully responsible and are required to add and/or remove participants who haven't attend the course (i.e. no-shows).

#### **Step 5 – Course Facilitation:**

- After the Instructors & Provincial Development Officer (PDO) are assigned to a course, they will have access to the host's contact information. This allows them to contact the host so they can work together to ensure specific course needs are met.
- The Instructors & PDO will also have access to the class list and ability to contact all participants.

#### **Step 6 – Course Completion:**

- The Instructors will finalize participant attendance and course details on RefCentre.
- Participants are required to sign on to their RefCentre account and complete the Feedback Form and Graduation Process to complete the course.

#### **Step 7 – Certificates, Final Course Reporting**

- When participants complete the Graduation Process on their RefCentre profile, they will be able to view and print their certificate of completion.



## Match Official Accreditation Online Theory

Canada Soccer has mandated a centralized Online Theory requirement for the Entry Level Match Official Course.

- The theory components of the Entry Level Course are hosted on a centralized platform managed directly by Canada Soccer.
- The practical components of each Match Official Accreditation Course must still be completed in-person (classroom & on-field) and led by a certified Instructor.

Host organizations will be hosting the one day in-person (classroom & on-field) practical component of the Match Official accreditation courses.

**The theory component is delivered through an online learning management system (Smarter U) which students should access through our RefCentre platform.**

When an *Entry Level* match official student creates their RefCentre account, they will select an upcoming course. They will then be directed to complete their self-guided modules on Smarter U. Their progress through the SmarterU modules will be tracked on RefCentre via API.

Match official students will be required to complete the theory component of a course prior to being allowed to attend the on-field practical component. It is the host's responsibility to ensure the completion of all the SmarterU modules.

## Practical Course Host Pricing

Courses	In-Person Practical Duration	Course Hosting Fee	In-Person Attendee Rate	Maximum Attendees	Minimum Attendees
Entry Level	8 Hours	\$2,625.00	\$105.00	25	15
Small Sided	7 Hours	\$2,250.00	\$90.00	25	15

Payment can be completed on RefCentre via credit card (preferred), as part of the application process. If an alternate payment method is required, see below.

E-transfer – please send e-transfers to [etransfers@ontariosoccer.net](mailto:etransfers@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).

\*Please note, cancellations will be subject to a 10% admin fee applied to the refund. Moving a course date (rather than cancelling) will not result in any financial penalty.



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## Entry Level

The Entry Level Course is designed for anyone over the age of 14 as of March 31<sup>st</sup> of the current year. Completion of the Entry Level Course certifies match officials to officiate any competition across Canada. The training primarily focuses on the 11v11 game, but officials who complete the Entry Level Course may also officiate 9v9, 7v7, & 5v5 competitions. *Anyone who completes the Entry Level Course does **NOT** need to complete the Small Sided Course to officiate Small Sided games.*

Course	Match Official Age	In-Person Practical Duration	Eligible Competitions
<b>Entry Level</b>	14+ as of March 31 <sup>st</sup>	8 hours	All Soccer

### Course Costs:

The full Course Hosting fee must be paid to host the course. It is important that hosts register a minimum of 15 participants, to a maximum of 25, when hosting a course.

It is the host's responsibility to manage the class list of the course they are hosting. This includes collecting payment from participants, and ensuring they are prepared for their in-person training day.

### Theory Component (Online):

The theory component of the Entry Level Course is now completed online on the Canada Soccer learning management system (SmarterU). Students will be redirected to SmarterU through their RefCentre student account. It is estimated the modules will take approximately 5 hours. The course participants must complete all modules and the Checks for Understanding prior to attending their in-person training day.

### Facility Requirements:

The in-person training component of the course should be held on a Saturday or Sunday. The facility must have access to both a classroom and properly lined soccer field (within walking distance of each other). Additionally, a Club staffer (e.g. CHR) **must** be onsite for the duration of the course.

### The in-person training timeline breakdown:

- 2-hours in class
- 2.5-hours on field
- 2-hours in class

\*There will also need to be a break for lunch either before or after the field session.

In good weather, courses may be run outdoors on an appropriate field (grass or artificial turf). A back-up venue, in case of inclement weather, is strongly encouraged. The minimum field space required to run the course is half of an 11v11 field, which must be lined with goals.

### Equipment Requirements:

The host must supply a minimum of the following:

• 5 x size 5 balls	• 3 x size 4 balls	• Ball pump
• 12 pinnies x 3 colours	• 30 marker discs	• First-Aid kit & EAP
• Extra whistles	• Extra AR flags	• Extra Y&R cards
• Extension cords	• Other items as requested by assigned instructors	



## Small Sided

The Small Sided Course is designed for anyone over the age of 12 as of March 31<sup>st</sup> of the current year. Completion of the Small Sided Course certifies match officials to officiate 5v5 and 7v7 competitions in Ontario.

Course	Match Official Age	In-Person Practical Duration	Eligible Competitions
<b>Small Sided</b>	12+ as of March 31 <sup>st</sup>	7 hours	5v5 & 7v7 ONLY

### Course Costs:

The full Course Hosting fee must be paid to host the course. It is important that hosts register a minimum of 15 participants, to a maximum of 25, when hosting a course.

It is the host's responsibility to manage the class list of the course they are hosting. This includes collecting payment from participants, and ensuring they are prepared for their in-person training day.

### Theory Component (Online):

The theory component of the Small-Sided Course is completed online through their RefCentre student account. It is estimated this will take approximately 5 hours. The course participants must complete all modules and the Checks for Understanding prior to attending their in-person training day.

### Facility Requirements:

The in-person training component of the course should be held on a Saturday or Sunday. The facility must have access to both a classroom and properly lined soccer field (within walking distance of each other). Additionally, a Club staffer (e.g. CHR) **must** be onsite for the duration of the course.

### The in-person training timeline breakdown:

- 2-hours in class
- 2.5-hours on field
- 1.5-hour in class

\*There will also need to be a break for lunch either before or after the field session.

In good weather, courses may be run outdoors on an appropriate field (grass or artificial turf). A back-up venue, in case of inclement weather, is strongly encouraged. The minimum field space required to run the course is a Small Sided (7v7) field or half of an 11v11 field. Both options must be lined with goals.

### Equipment Requirements:

The host must supply a minimum of the following:

• 5 x size 4 balls	• 2 x size 5 (light) balls	• 2 x size 3 balls
• 12 pinnies x 3 colours	• 30 marker discs	• First-Aid kit & EAP
• Extra whistles	• Extra Y&R cards	• Ball pump
• Extension cords	• Other items as requested by assigned instructors	



## Participant Requirements

Match Official students attending any of the accreditation courses must come prepared to attend the entire course and actively participate. Students are required to:

- Have previously completed the online theory component
- Be punctual to sign-in so that the training starts on time
- Wear appropriate clothing, including but not limited to, tracksuit, shorts, shirt, and appropriate footwear
  - Depending on the venue, footwear must be turf/indoor/outdoor soccer shoes
- Bring a supply of drinking water and snacks as required
- Bring material to record notes such as a pen, pencil, and notebook

## Match Official Accreditation Course Host Checklist

### Two weeks prior to the practical on-field course

- Have you updated your class list and approved or declined your course participants?
- Do you have a permit for your facility?
- Does the facility meet the size requirements for the type of course you are hosting?
- Do you have all the equipment for the type of course you are hosting?
- Have you communicated with your Provincial Development Officer?
- Have you communicated with all your participants?
  - When to arrive?
  - How to find the facility?
  - What to wear and bring?

### 72 hours prior the course

- Final communication with Provincial Development Officer, and final reminder for participants



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## Frequently Asked Questions

Host Questions	Answer
I do not have 15 participants in my match official course; can I run the course anyways?	No. Unfortunately, all courses need a minimum of 15 participants. This rule needs to be enforced because the sessions require this many participants to run effectively. This is also to ensure the sessions are run correctly and that the participants receive the best training for their registration fee.  Connect with neighbouring organizations in your area – collaborating to host one course could be an option.
What is an EAP?	An EAP is an Emergency Action Plan. A template can be found <a href="#">here</a> which must be available in advance and during the in-person training day.
Student Questions	Answer
What happens if I show up on a course and I am not registered?	All participants are required to register themselves on RefCentre before attending the course. The applicant status should say “approved”. A student may have the option of registering at the course with the host’s approval. If a student is not registered, the instructors will not allow you to attend the course.
What happens if I miss half the course?	Participants are required to attend the course entirely. There are no exceptions to this rule.
When and where can I find my course certificate?	Participant’s certificates are available once the participant completes the Graduation Process on their RefCentre account. The certificate becomes available on the Match Official’s RefCentre profile.



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