



OHIO SOUTH STATE REFEREE COMMITTEE

OSSRC Referee Program

Guidelines for Entry Level Referee Course	Revision	Revised	Page No.	Adopted	Policy No.
	3	11/29/12	1 of 3	8/14/04	2.1

A. Course Approval

The District Referee Administrator (DRA) and/or the District Director of Instruction (DDI) is responsible for scheduling each Entry Level Referee training clinic within their district.

1. Each clinic must be approved in advance by (1) the DRA or (2) the State Referee Administrator (SRA).
2. The District Director of Instruction (DDI) and/or the State Director of Instruction (SDI) shall be apprised of and be in agreement with the dates, times, and places of the clinics for scheduling purposes.
3. Where possible, the DDI should have the dates and locations for all entry level referee clinics posted on the OSSRC website and the local referee association websites no later than 30 days before the first clinic date.

B. Course Format and Duration

The State Director of Instruction (SDI), in conjunction with the District Directors of Instruction (DDIs), will establish the course structure and lesson requirements in accordance with USSF guidelines.

1. The minimum length of an Entry Level Referee training course should be as set by USSF guidelines and as determined by the SDI.
2. A minimum of two hours of outdoor training is required.

C. Course Facilities

The District Referee Administrator (DRA) or the District Director of Instruction (DDI) is responsible for scheduling the classes and facilities in cooperation with each other.

1. When an organization submits a request to host an Entry Level Referee clinic within its area, said organization shall be responsible for securing the facility in conjunction with the approval of the DRA or the DDI.
 - a) The DRA shall be responsible for setting up a formal agreement with the host organization.
 - b) The minimum facility should be a multi-purpose room with tables and chairs to accommodate at least 20 attendees.

D. Fees

The fee for each participant taking an entry-level training course is set annually by the Ohio South State Referee Committee (OSSRC).

1. The amount of the fee shall be in accordance with the **OSSRC Fee Schedule "A"**, which includes the USSF referee registration fee.
2. All checks shall be made payable to the OSSRC.

E. Participants

The goal in each district should be an "average" of at least twenty-five (25) participants in each class with the recommended minimum of twenty (20) participants.

1. Classes with fewer than twenty (20) should be combined with other classes whenever possible, but smaller classes may be necessary in some areas from time to time.
2. The maximum number of participants in a class shall be as designated by the DDI based upon the size of the facility and the availability of instructors and other resources.
3. It is recommended that all participants be fourteen (14) years or older during their first year of officiating.

4. When an organization submits a request to host an Entry Level Referee clinic within its area, the District Referee Administrator (DRA) should set up a formal written agreement with the host organization that if a minimum number of participants (typically, twenty (20) is an absolute minimum) is not met and that organization still wishes to continue to host the clinic (or future clinics), the host organization will be responsible for the payment of the fees for the pre-determined minimum number of participants.
5. When possible, it is strongly recommended that each District use some system of pre-registration, in order to forecast the size of the class and facilitate any scheduling adjustments.
6. The District Director of Instruction (DDI) should establish and post for each clinic a procedure to communicate to all participants in the event of inclement weather, general cancellation or other unforeseen circumstances.

F. Examination

Successful completion of the Entry Level Referee course by the candidates shall be as determined by the State Director of Instruction (SDI) in accordance with USSF and OSSRC requirements.

1. A USSF Entry Level Referee Exam on the Laws of the Game will be given and graded at the end of the course. Candidates must meet the USSF requirements for passing this test.
2. In lieu of the USSF Entry Level Referee Exam, candidates may be given an equivalent OSSRC Referee Exam, and shall meet the OSSRC minimum requirements for passing this test.
3. Candidates must also meet the overall OSSRC requirements for successful completion of the course in order to be qualified and registered as a certified USSF referee.

G. Instructors

The District Director of Instruction (DDI) will be responsible for assigning the instructors based upon availability, experience, capability and OSSRC guidelines.

1. All instructors must be currently registered and meet all USSF and OSSRC requirements.
2. It is recommended that two (2) instructors, one of which is to be designated as the lead instructor, should be scheduled for each class regardless of the number of participants. If a class exceeds sixty (60) participants, the DDI should consider scheduling a third instructor.
3. For a typical outdoor clinic four (4) instructors are recommended.
4. Each participating instructor scheduled and authorized by the DDI to teach a class shall be entitled to compensation in accordance with **OSSRC Fee Schedule "C"**, as approved by the OSSRC for USSF clinics.
5. The lead instructor is responsible for taking class attendance at each session and submitting a summary attendance report to the DDI.
6. The lead instructor will submit a Course Summary Report to the DDI within seven (7) days of the end of the clinic. Upon review and approval, the DDI will forward the Course Summary to the State Director of Instruction (SDI) within seven (7) days of its receipt.
7. The SDI will review the Course Summary and within 30 days of its receipt will forward the Report to the State Referee Administrator (SRA) along with an authorization for the compensation of the clinic instructors.

H. Registration

Participants, who successfully complete an Entry Level Referee course, shall be registered for the current calendar year as a Grade 8 Referee with the United States Soccer Federation (USSF).

1. Each successful participant must complete and sign a USSF Referee registration form.
2. The District Referee Administrator (DRA), or their designate, will be responsible for the collection of all USSF registration forms and fees from each participant.
3. The DRA shall be responsible for the deposit of all monies collected into the OSSRC bank account. A copy of the deposit form shall be sent by the DRA to the OSSRC Treasurer or the State Referee Administrator (SRA) no later than seven (7) days after the collection of the forms and fees.
4. After the course is completed, the DRA, or their designate, will distribute the current year USSF referee badges to the successful participants.

5. New referees, who complete an Entry Level Referee course held after July 1st, will be registered for the remainder of the current calendar year and for the following calendar year. The graduate of such an Entry Level Referee course will be given two badges, one for the current year and the other for the following year.
6. The DRA shall process the registration forms by entering all information into the Referee Management page of the OSSRC web-site for submittal of data to USSF.

I. REVISION RECORD:

Revision	Date of Revision	Revision By:
Adopted	8/14/2004	G. Mintchell
General update	1/24/2004	M. Goenner
Update to comply with new USSF standards, re-numbered to section 2.0	11/29/2012	M. Goenner