



**BRITISH
COLUMBIA**
SOCCER ASSOCIATION



REFEREE COURSE HOST MANUAL

A Component of BC Soccer's Referee Education Framework

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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.

Referee Pathway

The Referee programming provided by BC Soccer is designed to support the membership by attracting, retaining and developing Referees across the Province. BC Soccer recognizes the importance of helping Referees develop as they move along the Referee Pathway. Through the various programs, referees of all levels and abilities can receive the education and mentorship required to support their individual development.

COMMUNITY Grassroots, Club Recreational, District & Regional Competition



PERFORMANCE Regional Leagues, Provincial Competition, University & College, Semi-Pro



NATIONAL & FIFA National University and College, Semi-Pro, Professional Competition



Course Overview

BC Soccer, Member & Affiliated Club Hosted Courses

	NEW REFEREES		EXISTING REFEREES		
	Small Sided	Entry Level	Refresher	Development	
Description	The entry point of officiating Small Sided soccer. Once individuals are successful in passing this course, they may officiate in any matches up to U13 and/or Small Sided matches.	The entry point of officiating 11-aside soccer. Topics covered include: Laws Of the Game, Positioning, Signals, Administration Of The Game, Preparation, & Match Reporting	Updates referees on the Laws of the Game, specifically reviewing any changes to the Laws of the Game. It also provides additional education and an optional fitness test.	Supplementary referee education courses for existing referees using content created by BC Soccer & Canada Soccer.	
Who Hosts	Youth Clubs & Youth Districts	Youth Clubs, Youth Districts, & Adult Leagues	Youth Clubs, Youth Districts, & Adult Leagues	Youth Clubs, Youth Districts, & Adult Leagues	
COURSE COMPONENTS					
Requirements	12 Years Old On Or Before Dec 31 Of Current Year	14 Years Old On Or Before Dec 31 Of Current Year	Entry Level Certification Renewal; Unregistered Referees Can Attend Refreshers To Be Reinstated	Must Be A Registered Referee	
Can Officiate	Age Groups Up To U13 (5v5 - 9v9 Match Formats)	Age Groups U14+ (11v11 Match Formats)	Age Groups U14+ (11v11 Match Formats)	Age Groups U14+ (11v11 Match Formats)	
Course Length	16hrs	16hrs	3hrs	Variable	
Registration	1. Course Selection 2. Ref Centre Account Creation 3. Online Waiver Completion 4. Course Payment & Approval 5. Confirm CASL Preferences	1. Course Selection 2. Ref Centre Account Creation 3. Online Waiver Completion 4. Course Payment & Approval 5. Confirm CASL Preferences	Option 1: In-Person 1. Account Login 2. Registration Tab 3. Refresher Courses 4. Course Selection	Option 2: Virtual 1. Account Login 2. Registration Tab 3. Refresher Courses	1. Account Login 2. Registration Tab 3. Development Course 4. Course Selection
Payment	\$72.71	\$161.96	\$72.71	\$72.71	Free
Self Guided Learning	5-7hrs Suggested Study Time Small Sided Rules Of The Game	9 SmarterU Online Modules 5-7hrs To Complete	N/A	Self Guided Online Modules	N/A
Exam	30 Questions, 80 Minutes Score >=70%, 2 Attempts	N/A	N/A	Quiz 10-15 Questions	N/A
Classroom & Practical Session	1 Day - 7hrs In-Person (2hr Class 3hr Field 2hr Class)	1 Day - 7hrs In-Person (2hr Class 3hr Field 2hr Class)	1 Day - 2.5hrs In-Person (2hr Class 0.5hr Fitness Test)	N/A	Classroom Or Field Session
Graduation	1. Pass the exam (score>=70%) 2. Attend 7hr Practical Session	1. Finish 9 SmarterU Modules 2. Attend 7hr Practical Session	Attend 2.5hr Practical Session	Finish Online Modules & Quiz	N/A
POST COURSE					
Registrant Status	Small Sided Referee (Grade 1-2)	Entry Level Referee (Grade 3-8)	Entry Level (Grade 3-8) Annual Registration Renewed		
Annual Registration	Refresher Exam	Practical or Virtual Refresher			

All referee licenses (Small Sided & Entry Level) expire on March 31st each year and require annual renewal. For more details, please refer to the [Referee Annual Registration](#) page on the BC Soccer Website.

HOSTING A REFEREE COURSE

Please follow the steps listed below when hosting a referee course:



Step 1: Verify Interest

A positive environment is also dependent on ensuring that an optimal number of participants attend each course so we can effectively facilitate the curriculum. The more participants that attend, the more experiences are shared amongst the participants and improved learning can take place. BC Soccer encourages hosts to ensure there are the required number of participants interested to meet the 'optimal' levels of attendance.



Status	Registrations	Comments & Host Requirements	BC Soccer Action
Optimal	20-25 Participants	The minimum number of participants that allows for effective delivery of the Practical Session is 14 (although more is always better).	Course Approved
Acceptable	14-20 Participants		
Not Ideal*	8-14 Participants		
Not Possible	Less Than 8 Participants	With less than 8 participants, it is simply a sub-standard learning & teaching environment.	Course Cancelled

Step 2: Confirm Instructor

In order for your referee course request to be approved, a trained BC Soccer Referee Instructor must be assigned to facilitate the course. To request a trained BC Soccer Referee Instructor, please select from one of the options below:

Option 1 (Preferred)	Review the BCSA Referee Instructor Database to find and confirm a local instructor for your referee course. It is recommended that hosts collaborate in conjunction with a BC Soccer Referee Instructor's schedule, to plan the best available dates and times to host various courses. This approach will ensure a quicker approval and allow referees to start registration promptly.
Option 2	If you haven't confirmed a trained BC Soccer Referee Instructor, BC Soccer will attempt to find and assign one for you, though availability cannot be guaranteed. Please note: If BC Soccer cannot secure an instructor for your desired date, the course may need to be rescheduled, and you will need to repeat the process again.

Step 3: Book Facilities

Please review the course structure and requirements for each course type below and ensure that you have booked the appropriate facilities to fulfill the needs of the course. **It is the hosts responsibility to cover all costs of the facilities required.** Failure to book the correct facilities will result in a decline of your course request until the booking facility standards have been met.

	Small Sided	Entry Level	Refresher - In Person	Development
Request Deadline	30 Days Prior To Start Date	30 Days Prior To Start Date	30 Days Prior to Start Date	30 Days Prior to Start Date
Course Duration	7hrs - Must Be On 1 Day (No Exceptions)	7hrs - Must Be On 1 Day (No Exceptions)	2.5hrs - Must Be On 1 Day (no exceptions)	1hr Per Module
Open Course	No Registration Code; Students Pay	No Registration Code; Students Pay	No Registration Code; Referees Pay	No Registration Code; Free
Private Course	Registration Code Required; Students Pay	Registration Code Required; Students Pay	Registration Code Required; Referees Pay	Registration Code Required; Free
Registration	14 (Min) - 25 (Max)	14 (Min) - 25 (Max)	5 (Min) - 10 (Max)	5 (Min) to 10 (Max)
Registration Cut Off	5 Days Prior To Start Date	5 Days Prior To Start Date	N/A	N/A
Course Structure	2hrs Class 3hrs Field 2hrs Class	2hrs Class 3hrs Field 2hrs Class	2hrs Class 0.5hrs Field	1hr Per Module
Classroom Rental	4hrs Up To 25 Students	4hrs Up To 25 Students	2.5hrs Up To 25 Participants	N/A
Field Rental (Indoor/Outdoor)	3hrs <u>Half Field Or Gym</u> With Changing Rooms (Must Have Soccer Specific Markings)	3hrs <u>Half Field Or Gym</u> With Changing Rooms (Must Have Soccer Specific Markings)	0.5hrs, Quarter Field For Fitness Test	Dependent On Session Inquire With BC Soccer
Classroom Equipment	Desks & Chairs Projector & Screen	Desks & Chairs Projector & Screen	Desks & Chairs Projector & Screen	Desks & Chairs Projector & Screen
Field Equipment	40 Field Disk Markers 20 Pinnies (2 Colors) Referee Flags (5-10 Sets) 5 Size 5 Soccer Balls	40 Field Disk Markers 20 Pinnies (2 Colors) Referee Flags (5-10 Sets) 5 Size 5 Soccer Balls	10 Field Disk Markers	Dependent On Session Inquire With BC Soccer
Instructor Requested	Include Name If Confirmed	Include Name If confirmed	Include Name If Confirmed	Include Name If Confirmed

Step 4: Request Course

Course requests are only permitted for members of BC Soccer that are in good standing. All course requests must be submitted through a Club Host Administration Account via the BC Soccer course management system called [Ref Centre](#). If you do not have a Ref Centre administration account and would like to create one, please contact connorsmith@bcsoccer.net. Upon submitting your course request to Ref Centre, please review the important reminders below:

Confirm Course Details	Changes after approval can confuse participants and are not advised.
Course Editing	Login to your admin account (<i>Course Management Tab > View > Edit</i>)
Approval Time	Allow 2-5 business days for BC Soccer to review and approve your request.
Course Cancellation	<p>BC Soccer monitors registration levels after course approval. 7 days prior to the course start date, we will cancel automatically if it does not meet the minimum number of 14 participants registered. Therefore, it is the host's responsibility to confirm and communicate to its participants to register in time to avoid cancellations.</p> <p><i>*In special circumstances, such as, geographically challenged locations and clubs with a small interest level which may only apply to Remote community types, we will work with you on a case-by-case basis to try and find a solution to a Not Ideal* situation. In such cases, the club will be required to recruit volunteers to help meet the on-field requirements to deliver the session effectively to the participants.</i></p>

Step 5: Promote Course

Upon course approval you will be notified by email and can begin to promote the course to interested participants. Please login to your [Ref Centre Administrator Account](#) > *Course Documents* > [Referee Course Email Templates](#) > *Email Template 1* to access a course promotion email template for your use and convenience.

PARTICIPANT COURSE TRANSFERS & REFUNDS

If participants are not able to attend the Classroom and Practical Session they can select from one of the following options below:

Transfer Courses	Move to a future course via their Ref Centre Account (<i>Course Management Tab > Transfer Course</i>).
BC Soccer Refund Statement	<p>All course registrations are final, and no refunds will be issued once payment is processed; please review all course details carefully before registering. By proceeding, you agree to this no-refund policy. If you are unable to attend, your payment credit will be stored in Ref Centre and you may transfer to a future course within 1 year of your initial course registration payment date.</p> <p><i>Exceptions:</i></p> <ul style="list-style-type: none">• If a course is cancelled by BC Soccer, registrants are entitled to a full refund. Refund requests can be submitted using the BCSA Refund Request Form. Approved refunds will be processed to the original credit card used within 45 days of the request date.• Annual referee registration fees are non-refundable.

CONTACT INFORMATION & ADDITIONAL SUPPORT

Referee Development Team

Name	Role	Email	For Questions Related To
Connor Smith	BC Soccer Coordinator, Soccer Development Services	connorsmith@bcsoccer.net	Becoming A Referee (Small Sided & Entry Level): <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Course Registration <input checked="" type="checkbox"/> Course Hosting <input checked="" type="checkbox"/> Course Management <input checked="" type="checkbox"/> Course Additional Support <input checked="" type="checkbox"/> Course Administration: <ul style="list-style-type: none"> • Badge Mailing • Instructor Expense Forms
Louise Reid	BC Soccer Coordinator, Match Official Development	louisereid@bcsoccer.net	Current Referees: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Referee Annual Registration <input checked="" type="checkbox"/> Referee Assessment Program <input checked="" type="checkbox"/> Referee Instructor Program <input checked="" type="checkbox"/> Referee Fitness Testing Program <input checked="" type="checkbox"/> Referee Grading <input checked="" type="checkbox"/> Referee Special Events & Programs <input checked="" type="checkbox"/> Referee Administration: <ul style="list-style-type: none"> • Out of Country/Province Officiating • Provincial & International Transfers • Badge Purchase & Replacement • CRC Updates
Alain Ruch	Referee Technical Adviser	alainruch@bcsoccer.net	Referee Development: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Referee Provincial Program
Tiberio de Frias	L1BC, CanWest & Provincial Assigner	tiberiodefrias@bcsoccer.net	Referee Assignments: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> League 1 BC <input checked="" type="checkbox"/> CanWest <input checked="" type="checkbox"/> Adult Provincial Cup
Angela Pellerin	Whitecaps & Provincial Program Assigner	angela.soccer.referee@gmail.com	Referee Assignments: <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Whitecaps FC Youth Programming <input checked="" type="checkbox"/> Player Provincial Program