

**Ref Centre 2021**

**New Match Official  
Course Management**



**ONTARIO  
SOCCER**

EST. 1901

# Ontario Soccer Course Management



- **Ontario Soccer has significantly changed the new Match Official accreditation management process\***
- **Clubs will no longer apply to, or host courses**
  - All students will register with and pay Ontario Soccer directly
  - Clubs will receive \$10.00 per Match Official upon their graduation
- **Students will be required to select a Club/District/Academy when they register**
  - This selection will allow you to follow the students progress

\*Ontario Soccer communicated this information directly to Clubs/Academies, Districts, and Associate Members through an On-line Bulletin system. The Bulletins can be found here <https://www.ontariosoccer.net/page/show/5790290-covid-19-updates>

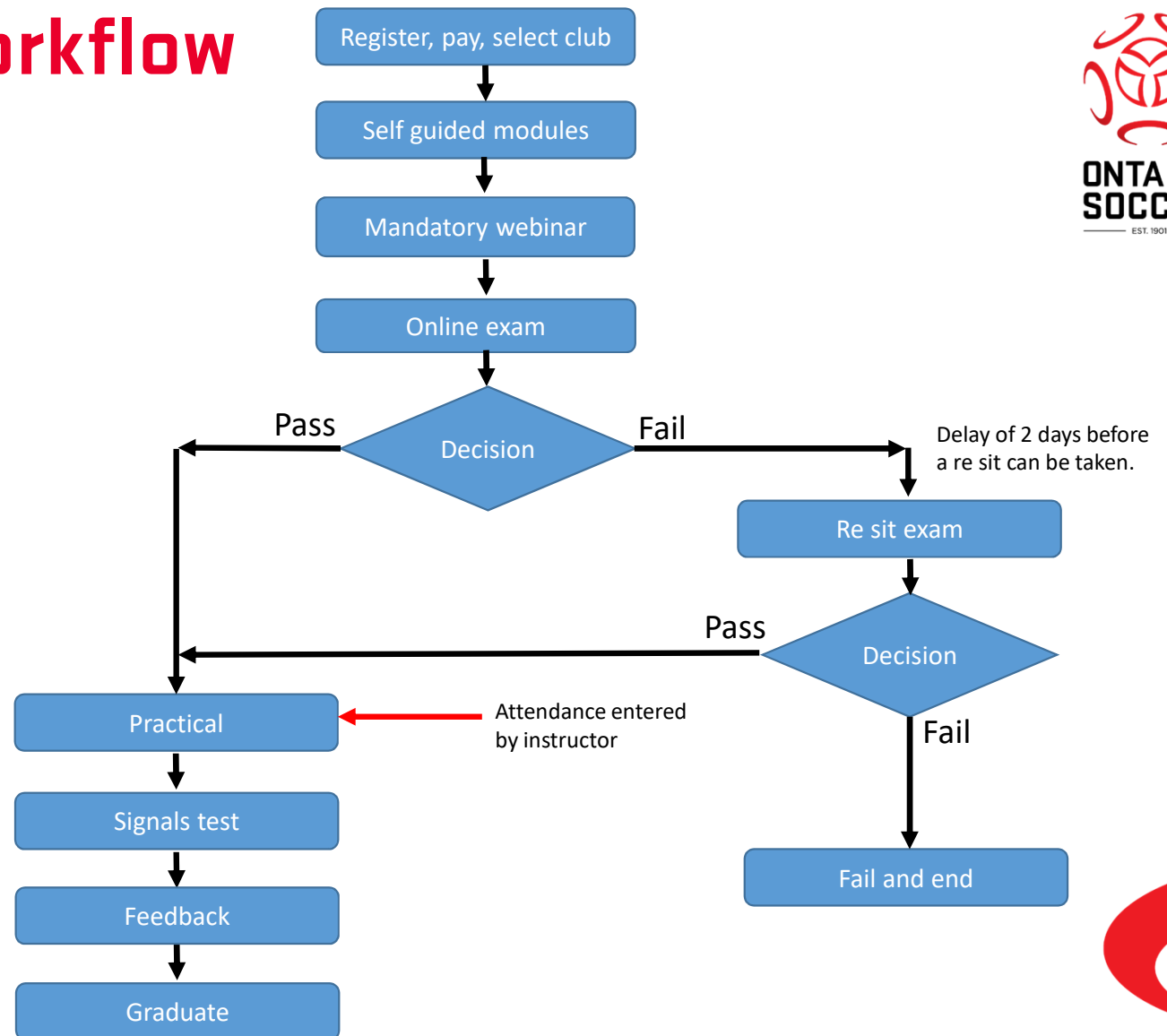


# The Students Workflow

- **The new workflow is shown on the next slide**
  - The workflow requires the student to use self guided learning techniques
- **Each student must:**
  - Complete a number of self guided modules on Law
  - Attend a mandatory webinar
    - Small Sided – All Law Review
    - Entry Level – Laws 11 and 12
  - Pass the exam
  - Attend a practical session
  - Pass a signals test
- **The student may also attend further optional webinars**



# The Student Workflow



# Optional Webinars



**The student may also attend further optional webinars that will be offered through April and May.**

- These are offered to assist students in areas where they are seeking clarification
- These will be offered on a weekly basis (dependent on student numbers)

**Below is a snapshot of the optional webinars:**

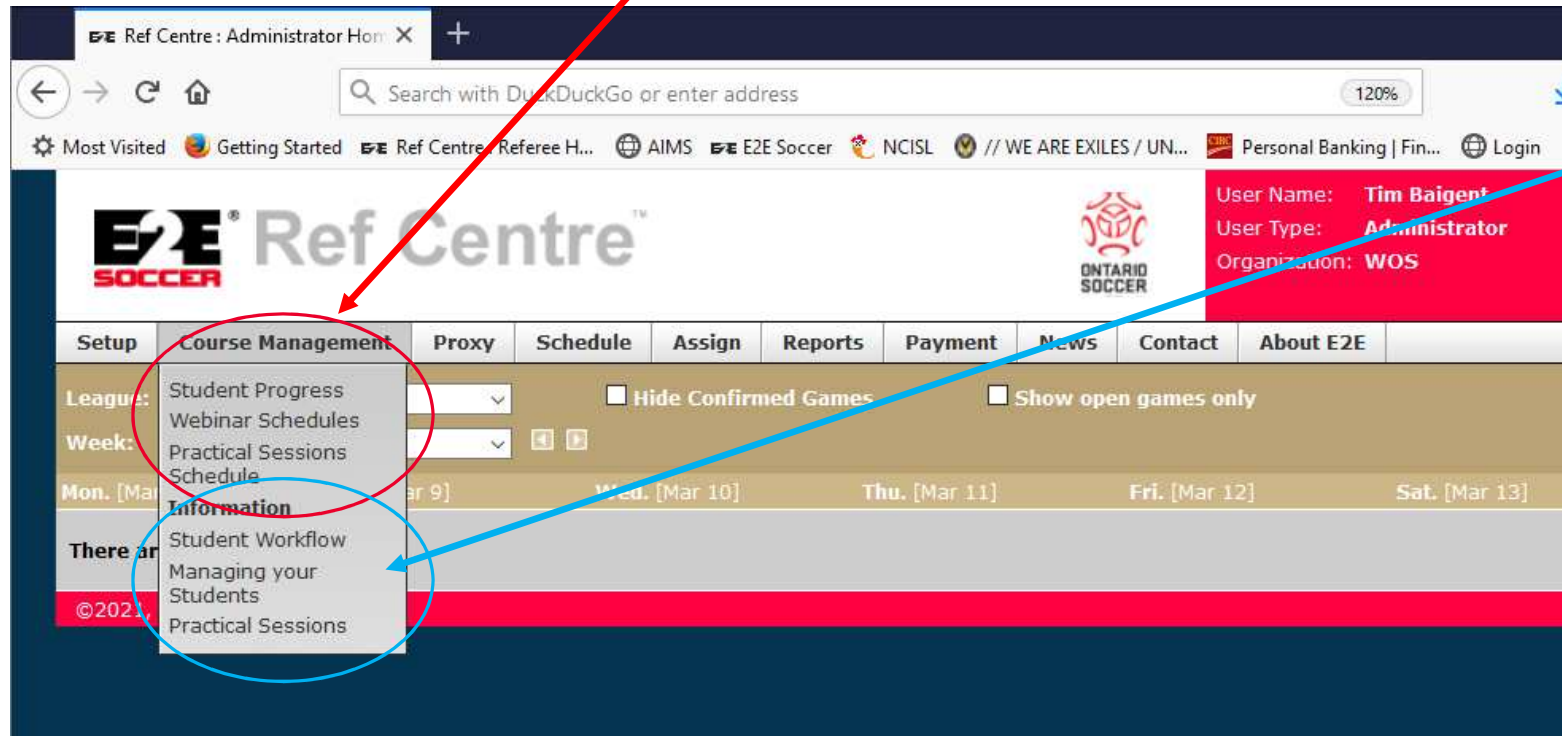
SMALL SIDED OPTIONAL				
SS 1	Law 1 2	Field of Play and The Ball		
	Law 3	The Players		
	Law 4	Players Equipment		
	Law 5	the Referee		
	no Law 6			
SS 2	Law 7, 8, 9	Duration, Start and Restart, Ball in and out		
	Law 10	Outcome of a match		
	no Law 11			
SS 3	Law 12	fouls and misconduct		
	Law 13	Free Kicks		
	Law 14	PK		
Ss 4	Law 15	The Throw In/Kick In		
	Law 16	The GK		
	Law 17	the CK		
		Retreat Line		

ENTRY LEVEL OPTIONAL				
EL1	Law 1, 2, 3	The Field of Play		
	Law 4	the Players equipment		
	Law 5	The Referee		
EL2	Law 6, 7, 8	the Other Match Officials, Duration, Restarts		
	Law 9	the Ball in and out of play		
	Law 10	Determining the outcome of a match		
EL3	Law 11	Offside		
EL4	Law 12	Fouls and Misconduct		
	Law 13	Free Kicks		
	Law 14	The Penalty Kick		
	Law 15, 16, 17	The Throw In		

# Tools

There are now only 3 tools for Clubs in the Course Management menu

- Student Progress
- Webinar schedules
- Practical session schedule



Underneath the tools are some information pages to help you

- Student workflow
- Managing your students
- Practical Sessions

# Student Progress - Club Selection

When a student registers for a course they are required to select a Club. If they select your Club then the student will appear on this tool.

The screenshot shows the E2E Ref Centre Student Progress tool. The interface includes a top navigation bar with tabs like Setup, Course Management, Proxy, Schedule, Assign, Reports, Payment, News, Contact, and About E2E. The 'Schedule' tab is selected. Below the navigation bar, there's a sidebar with links like Student Progress, Webinar Schedules, Practical Sessions, and Schedule. The main content area displays a table of student progress. A red circle highlights the 'Year' and 'Course Type' dropdowns, and a blue circle highlights the student list table. A red arrow points from the text 'the student will appear on this tool.' to the student list table. A blue arrow points from the text 'You will be able to watch each students progress through the course' to the 'Exam' column in the table. The table has columns for Name, Age, Gender, Paid, SGM, OW, MW, Exam, PS, APS, ST, and Graduate. There are 14 students listed, with their progress tracked through various stages of the course.

Name	Age	Gender	Paid	SGM	OW	MW	Exam	PS	APS	ST	Graduate
1 Ginger Baker	34	M	✓	✓	2	✓	100	✓	✓	✓	✓
2 John Black	19	F	✓	✓	3	✓	100	✓	✓	✓	✓
3 Jack Bruce	34	M	✓	✓	2	✓	100	✓	✓	✓	✓
4 Eric Clapton	31	M	✓	✓	3	✓	100	✓	✓	✓	✓
5 Bo Diddley	29	O	✓	✓	1	✓	100	✓	✓	✓	✓
6 Lonnie Donegan	33	O	✓	✓	1	✓	100	✓	✓	✓	✓
7 Gerry Marsden	33	M	✓	✓	1	✓	100	✓	✓	✓	✓
8 Freddy Mercury	40	M	✓	✓	3	✓	100	✓	✓	✓	✓
9 Keith Moon	26	M	✓	✓	2	✓	100	✓	✓	✓	✓
10 Phil Oakley	32	M	✓	✓	4	✓	100	✓	✓	✓	✓
11 Cliff Richard	45	M	✓	✓	0	✓	100	✓	✓	✓	✓
12 Dusty Springfield	32	F	✓	✓	3	✓	100	✓	✓	✓	✓
13 Pete Townsend	34	O	✓	✓	0	✓	33	✓	✓	✓	✓
14 Paul Young	37	M	✓	✓	0	✓	33	✓	✓	✓	✓

EXAMPLE:

14 students have selected this club

The students progress through the workflow is shown in the Table

You will be able to watch each students progress through the course

To find out further details on each student click on the students name (next slide)



# Student Progress – Individual Information

A screenshot of a web browser showing the "E2E Ref Centre" interface. The page is titled "STUDENT PROGRESS" and displays information for a student named "Dusty Springfield". The student's details include Age 32, Female, 55 Main Street, Kanata, Ontario, K2W1A3, phone number 613-240-6423, and email dusty@e2esoccer.com. The "Paid date" is Sunday, January 3, 2021. The page lists "Optional Webinars" (14, 42, 51) and "Mandatory Webinars" (41). An "Exam" section shows a score of 100% on Sunday, February 14, 2021. A "Practical Session" is listed for Saturday, February 27, 2021, in Kanata. The "Graduated" status is "Yes" on Sunday, February 28, 2021. A "Back" button is at the bottom. A blue circle highlights the student's name and contact info, and a red circle highlights the webinar and exam details. Arrows point from these circles to explanatory text on the right.

**E2E Ref Centre**

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

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

Home **STUDENT PROGRESS**

**Dusty Springfield**

Age 32  
Female  
55 Main Street  
Kanata, Ontario  
K2W1A3  
613-240-6423  
dusty@e2esoccer.com  
Paid date: Sunday, January 3, 2021

**Optional Webinars**

14.	Tuesday, February 23, 2021	Law 1 & 2
42.	Wednesday, January 27, 2021	Law 14
51.	Saturday, February 6, 2021	Law 3 & 4

**Mandatory Webinars**

41.	Saturday, February 13, 2021	Law 11 & 12
-----	-----------------------------	-------------

**Exam**

	Sunday, February 14, 2021	100%
--	---------------------------	------

**Practical Session**

30.	Saturday, February 27, 2021	Kanata
-----	-----------------------------	--------

**Graduated**

Yes Sunday, February 28, 2021

Back

When you click on a students name you can see full details on the course.

In this case the student attended 3 optional webinars, the mandatory webinar and has completed the course graduating at the end of February.

You can also see the Practical Session that they attended.

You will also see the students contact information should you need to reach out to assist the student.



# Student Progress - Contacting Students



Ref Centre: Student Progress

Export to Excel

APS Attended a practical session  
ST Signals test completed

	Name	Age	Gender	Paid	PC	OW	MW	Exam	Resit	PS	APS	ST	Graduate
<input type="checkbox"/>	1 Ginger Baker	34	M	✓	✓	2	✓	100		✓	✓	✓	✓
<input checked="" type="checkbox"/>	2 John Black	19	F	✓	✓	3	✓			✓	✓	✓	
<input type="checkbox"/>	3 Jack Bruce	34	M	✓	✓	2	✓	100		✓	✓	✓	✓
<input type="checkbox"/>	4 Eric Clapton	31	M	✓	✓	3	✓	100		✓	✓	✓	✓
<input type="checkbox"/>	5 Bo Diddley	29	O	✓	✓	1	✓	100		✓	✓	✓	✓
<input type="checkbox"/>	6 Lonnie Donegan	35	O	✓	✓	1	✓	100		✓	✓	✓	✓
<input type="checkbox"/>	7 Gerry Marsden	33	M	✓	✓	1	✓	100		✓	✓	✓	✓
<input type="checkbox"/>	8 Freddy Mercury	40	M	✓	✓	3	✓	100		✓	✓	✓	✓
<input type="checkbox"/>	9 Keith Moon	26	M	✓	✓	2	✓	100		✓	✓	✓	✓
<input checked="" type="checkbox"/>	10 Phil Oakley	32	M	✓	✓	4	✓			✓	✓	✓	
<input type="checkbox"/>	11 Cliff Richard	45	M	✓	✓	0							
<input type="checkbox"/>	12 Dusty Springfield	32	F	✓	✓	3	✓	100		✓	✓	✓	✓
<input type="checkbox"/>	13 Pete Townsend	34	O	✓	✓	0	✓	33					
<input type="checkbox"/>	14 Paul Young	37	M	✓	✓	0	✓	33	33				

To send an email to students, select the recipients from the list, enter your mail details below and then click the "Send Email" button.

Subject: Dont forget your exam

Dear student

Dont forget that you need to take your referee exam. Please contact me if you need help

Tim Baigent  
WQS Club Head Referee  
613 555 1234

The Student Progress tool allows you to send emails to an individual or a group of students.

In this example the Club Head Referee is reaching out to 2 students who have still not taken the exam.

Check off the box on the far left to select the students who you want to contact.

# Student Progress - Export Students

The Student Progress tool also has an 'export to excel' tool which will generate a spreadsheet showing a list of your students and their contact information



The screenshot shows an Excel spreadsheet titled "Students-5 [Read-Only] - Excel (Product Activation Failed)". The spreadsheet contains a list of 15 students with their contact information. The columns are: First Name, Last Name, Age, City, Phone #, Email, and Registered. The data is as follows:

	A	B	C	D	E	F	G	H	I	J	K	L
1	First Name	Last Name	Age	City	Phone #	Email	Registered					
2	Ginger	Baker	34	Kanata	613-240-6423	<a href="mailto:ginger@e2esoccer.com">ginger@e2esoccer.com</a>	12/18/2020					
3	John	Black	19	Ottawa	613-555-5555	<a href="mailto:john@istar.ca">john@istar.ca</a>	12/18/2020					
4	Jack	Bruce	34	Kanata	613-240-6423	<a href="mailto:jack@e2esoccer.com">jack@e2esoccer.com</a>	12/18/2020					
5	Eric	Clapton	31	Kanata	613-240-6423	<a href="mailto:eric@e2esoccer.com">eric@e2esoccer.com</a>	12/18/2020					
6	Bo	Diddley	29	Ottawa	613-240-6423	<a href="mailto:bo@e2esoccer.com">bo@e2esoccer.com</a>	1/28/2021					
7	Lonnie	Donegan	33	Ottawa	613-240-6423	<a href="mailto:Lonnie@e2esoccer.com">Lonnie@e2esoccer.com</a>	1/27/2021					
8	Gerry	Marsden	33	Kanata	613-240-6423	<a href="mailto:gerry@e2esoccer.com">gerry@e2esoccer.com</a>	12/15/2020					
9	Freddy	Mercury	40	Kanata	613-240-6423	<a href="mailto:freddy@e2esoccer.com">freddy@e2esoccer.com</a>	1/6/2021					
10	Keith	Moon	26	Kanata	613-240-6423	<a href="mailto:keith@e2esoccer.com">keith@e2esoccer.com</a>	12/15/2020					
11	Phil	Oakley	32	Kanata	613-240-6423	<a href="mailto:phil@e2esoccer.com">phil@e2esoccer.com</a>	12/24/2020					
12	Cliff	Richard	45	Kanata	613-240-6423	<a href="mailto:cliff@e2esoccer.com">cliff@e2esoccer.com</a>	12/23/2020					
13	Dusty	Springfield	32	Kanata	613-240-6423	<a href="mailto:dusty@e2esoccer.com">dusty@e2esoccer.com</a>	1/15/2021					
14	Pete	Townsend	34	Kanata	613-240-6423	<a href="mailto:pete@e2esoccer.com">pete@e2esoccer.com</a>	1/7/2021					
15	Paul	Young	37	Kanata	613-240-6423	<a href="mailto:paul@e2esoccer.com">paul@e2esoccer.com</a>	12/24/2020					
16												

# Webinar Schedule – Reviewing Status



Ref Centre: Webinar Schedules X +

Search with DuckDuckGo or enter address

Most Visited Getting Started Ref Centre: Referee H... AIMS E2E Soccer NCISL // WE ARE EXILES / UN... Personal Banking | Fin... Login Other Bookmarks

**E2E Ref Centre™** User Name: **Tim Baigent** Log Out  
User Type: **Administrator**  
Organization: **WOS**

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

Home **WEBINAR SCHEDULES**

Student Progress  
Webinar Schedules  
Practical Sessions  
Schedule  
Information  
Student Workflow  
Managing your Students  
Practical Sessions

All webinars All webinars this year

#	Course Type	Optional	Topic	Date	Time	Confirmed	Available
view 52	Entry Level	✓	Law 5	2021-01-13	20:00	1	49
view 51	Entry Level	✓	Law 3 & 4	2021-02-06	19:00	1	49
view 50	Entry Level	✓	Law 5	2021-01-27	19:00	0	50
view 49	Entry Level	✓	Law 14	2021-01-29	19:00	1	49
view 48	Entry Level	✓	Law 14	2021-01-07	19:00	0	50
view 47	Entry Level		Law 11 & 12	2021-01-18	19:00	2	48
view 46	Entry Level		Law 11 & 12	2021-01-05	19:00	2	48
view 42	Entry Level	✓	Law 14	2021-01-27	18:30	4	46
view 41	Entry Level		Law 11 & 12	2021-02-13	16:00	3	47
view 40	Entry Level	✓	Law 15 - 17	2021-05-13	19:00	1	49
view 39	Entry Level	✓	Law 15 - 17	2021-04-14	19:00	1	49
view 38	Entry Level	✓	Law 15 - 17	2021-03-23	19:00	0	50
view 37	Entry Level	✓	Law 15 - 17	2021-03-15	19:00	3	47
view 36	Entry Level	✓	Law 13	2021-05-10	19:00	0	50
view 35	Entry Level	✓	Law 13	2021-04-14	19:00	0	50
view 34	Entry Level	✓	Law 13	2021-03-21	10:30	1	49
view 33	Entry Level	✓	Law 13	2021-03-08	19:00	1	49
view 32	Entry Level	✓	Law 7-10	2021-05-08	10:30	0	50
view 31	Entry Level	✓	Law 7-10	2021-04-10	19:00	0	50

The second tool is the Webinar Schedule

All webinars are scheduled by Ontario Soccer

They are available for you in a read only mode

The students will be able to see the same tool

Click on the View link for further details (next page)

# Webinar Schedule – Reviewing Details


This is a read only page giving more details on a webinar



Ref Centre: Webinar Schedules X +

Search with DuckDuckGo or enter address 120%

Most Visited Getting Started Ref Centre: Referee H... AIMS E2E Soccer NCISL // WE ARE EXILES / UN... Personal Banking | Fin... Login Other Bookmarks

**E2E Ref Centre™** 

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

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

Home **WEBINAR SCHEDULES**


Student Progress  
Webinar Schedules  
Practical Sessions  
Schedule

**Information**  
Student Workflow  
Managing your Students  
Practical Sessions

**Law 13 – Free Kicks**

This is a 1 hour webinar describing Law 13, Free Kicks

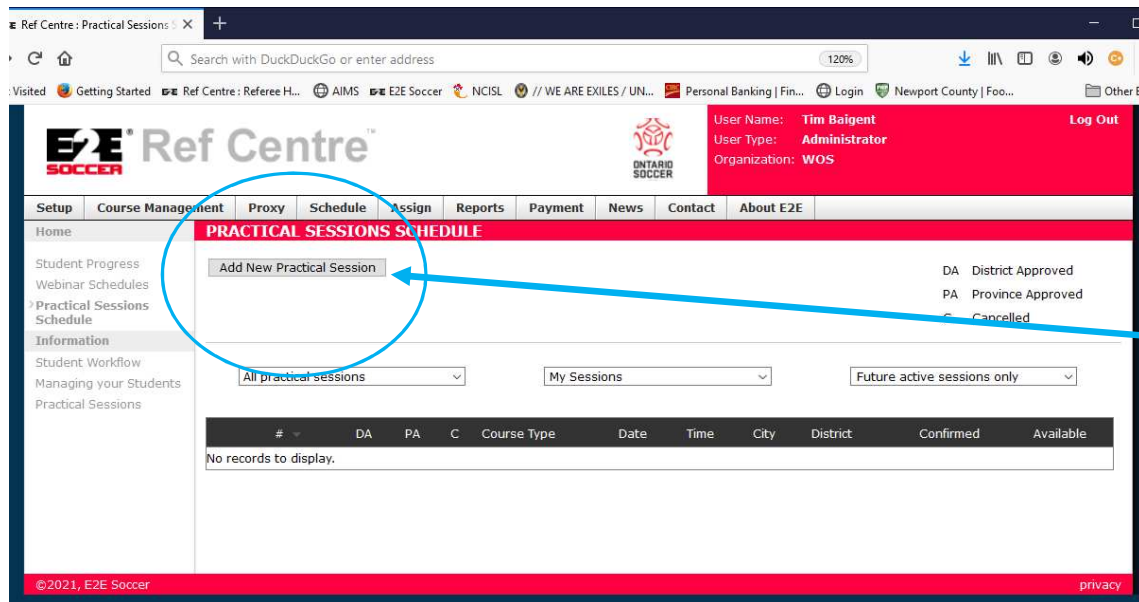
You can expect about 25 free kicks in a typical game. This webinar will explain how you manage the restart for each free kick scenario.



When a referee paces out the distance for a free kick where does he tell a defender he can stand? Find out on the webinar

Back

# Practical Session – Schedule Tool



Your third tool is the Practical Session Schedule tool

Use this tool to apply to host a practical session

To start this process click the 'Add New Practical Session' button

Please note that if you are co hosting a Small Sided and an Entry Level practical session at the same time and location (recommended), then you will need to enter them as separate sessions with the same field date and time.

# Practical Sessions - Details



The screenshot shows a web browser window with the URL "Ref Centre : Practical Sessions". The page has a dark blue header with the "E2E Ref Centre" logo and a red sidebar with navigation links. The main content area is titled "PRACTICAL SESSIONS SCHEDULE" and contains a form for creating a session. The form fields are as follows:

Field	Value
Type of practical session:	Entry Level
Date:	2021-05-08
Start Time:	10:00
End Time:	12:00
Maximum # of participants:	50
District:	Eastern Ontario District Soccer Association
Host:	West Ottawa Soccer Club
City:	Kanata
Location:	Richcraft Recreation Complex
Host Contact:	Tim Baigent
Host Contact Email:	headref@wos.com

Below the form is a map of Ottawa, Canada, showing the Ottawa River and surrounding areas. The map includes a red pin indicating the location of the session. The map controls show "Map" and "Satellite" options.

Complete the form and add a map of the location

Then scroll to the foot of the screen to submit






# Practical Sessions - Details



Ref Centre: Practical Sessions

Search with DuckDuckGo or enter address

Ref Centre: Referee H... AIMS E2E Soccer NCISL // WE ARE EXILES / UN... Personal Banking | Fin... Login Newport County | Foo... Other Boo

**E2E Ref Centre™**  User Name: **Tim Baigent** Log Out  
User Type: **Administrator**  
Organization: **WOS**

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

Home **PRACTICAL SESSIONS SCHEDULE**

The Entry Level practical session has been saved

Add New Practical Session

DA District Approved  
PA Province Approved  
C Cancelled

All practical sessions My Sessions Future active sessions only

#	DA	PA	C	Course Type	Date	Time	City	District	Confirmed	Available
view edit 31				Entry Level	2021-05-08	10:00	Kanata	EODSA	0	50

©2021, E2E Soccer privacy

The session has been requested

It must be approved by your District and Ontario Soccer

Only when both approvals have been granted will students be able to register for the session

Please be aware that any student in Ontario will be able to register for your session



# Practical Sessions - Details

If you change the middle drop down box to your District you will be able to see all the practical sessions scheduled in your District.



Ref Centre: Practical Sessions

Search with DuckDuckGo or enter address

Visited Getting Started Ref Centre: Referee H... AIMS E2E Soccer NCISL // WE ARE EXILES / UN... Personal Banking | Fin... Login Newport County | Foo... Other Bo

**E2E Ref Centre™**

ONTARIO SOCCER

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

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

Home

**PRACTICAL SESSIONS SCHEDULE**

Add New Practical Session

DA District Approved  
PA Province Approved  
C Cancelled

All practical sessions Eastern Ontario District Soccer Ass Future active sessions only

	#	DA	PA	C	Course Type	Date	Time	City	District	Confirmed	Available
view edit	31				Entry Level	2021-05-08	10:00	Kanata	EODSA	0	50
view	25	✓	✓		Small Sided	2021-06-01	19:00	Kanata	EODSA	0	50
view	23	✓			Entry Level	2021-05-05	18:00	Gloucester	EODSA	0	50
view	22	✓			Entry Level	2021-03-13	19:00	Stittsville	EODSA	0	50

©2021 E2E Soccer

Note however that you can only edit your own session.

In this example Session #23 has received approval from both the District and the Province so students may register for that session.

All other sessions however still require approval before students may register for them.

If you need to cancel a session click on the 'edit' link.

# Practical Session – Making Changes



Ref Centre: Practical Sessions

Search with DuckDuckGo or enter address

Champlain Park, Wellington Village, Hampton Park, Real Canadian Superstore, University of Ottawa Heart Institute, Commissioners Park, The Glebe Annex

Map data ©2021 Google

Back Cancel Session Save Practical Session

**Instructors**

Lead Instructor	Not assigned
Assistant Instructor 1	Not assigned
Assistant Instructor 2	Not assigned
Assistant Instructor 3	Not assigned

**Audit Log**

Date	Time	Action	Performed by
2021-03-09	10:33	Created	Tim Baigent

2021, E2E Soccer

privacy

When you **click edit** you will be able to make changes to the request.

To cancel the session scroll to the foot of the page and click the 'Cancel Session' button.

# Practical Session Delivery

- **Ontario Soccer will work with the Club/District/Academy in the delivery of Practical Sessions.**
  - Ontario Soccer will cover the fees and travel costs of:
    - Lead Instructor
    - Provincial Development Officer
    - Up to 3 Co-Instructors
- **Ontario Soccer will provide a consistent set curriculum including station activities**
- **Each District will have above costs paid for one practical session.**
  - Consideration for additional sessions will be taken for Districts with over 100 new Match Officials. These will be reviewed on an individual basis.
  - Many Districts have asked to take the lead on scheduling the Practical Sessions and inviting all new Match Officials to one large event.
    - We highly recommend that the District connect with the Clubs to deliver these sessions



## Benefits of District Led Practical Sessions

- **Districts can connect with a Club/Academy to book a field for one large central Practical session**
- **All Club Head Referees that have students will attend and act as volunteers**
  - This allows the CHR to connect with the students on a face-to-face basis
  - Badges will be sent out prior to event for CHRs to hand out to their new officials
- **Students can meet other new officials in their area**
- **District Referee Coordinator could take this opportunity to introduce themselves to new Match Officials**



# Club Led Practical Sessions

- **Clubs can certainly host their own practical sessions. Reasons for this could be:**
  - Large club with enough numbers
  - Geography – not close to the District hosted session
  - Local support network that can deliver the day
- **All practical sessions must still be booked on Ref Centre**
  - District will still approve any non-District hosted practical sessions
    - District could offer to assist in possible
- **Students will still be required to reserve a spot**



# Practical Sessions

- **All practical sessions must be booked on Ref Centre**
  - District will approve any non-District hosted practical sessions
  - Ontario Soccer will assign lead instructor, co-instructors and Provincial Development Officer
- **Students will be required to reserve a spot at a Practical Session**
- **This could be a 'grand event':**
  - sponsors,
  - social media coverage,
  - recruitment tool,
  - record and interview new match officials,
  - meet and greet with parents as they drop the student off for the session







# Thank you

OFFICIAL SUPPLIERS



PREMIER  
PARTNER



SPORT PARTNERS



Thank you to our Partners who help us #PlayInspireUnite