



**ONTARIO
SOCCER**

EST. 1901

CLUB BEST PRACTICES

Comprehensive Guidelines for
Match Officials Development Programming

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LONG TERM OFFICIALS DEVELOPMENT (LTOD)

A long term strategic initiative, LTOD is an integral component of Ontario Soccer's Strategic Plan. LTOD provides a standards-based education and development program, aligned by strong leadership, inclusivity and support.

All aspects of the Match Officials Development Program will be strengthened. Development Support Team members, Match Officials and the game will benefit from a ground breaking development and training program.

For more information on the LTOD program, please visit here: [Ontario Soccer LTOD](#)



An agency of the Government of Ontario, the Ontario Trillium Foundation (OTF) is one of Canada's largest granting foundations. With a budget of over \$136 million, OTF awards grants to some 1,000 projects every year to build healthy and vibrant Ontario communities. Ontario Soccer thanks the OTF for their support of Ontario Soccer and the LTOD initiative.



INTRODUCTION

The Club Match Officials Development Best Practices Guidelines are a result of consultation, surveys, stakeholder meetings and focus group discussions that were an integral part of developing the Long Term Officials Development Program (LTOD).

This document is to be used to assist Club Head Referees with their programming at their Clubs. A special thank you to our dedicated Focus Group Members for their commitment and hard work towards an organic approach at learning and resourcing.

Focus Group Members

Mark Doubrough, CHR (Orillia)
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 Carl Horton, TD (Waterloo)
 Chris Loucks, TD (London)
 Christine Robinson, Administrator
 (Flamborough Dundas)

Brian Butler, Instructor (Toronto)
 Jamall Brown, LTOD Coordinator
 Kuizan Weekes, Fitness Leader (Scarborough)
 Kyla Di Perna, Ontario Soccer Coordinator
 Luis Paredes, Ontario Soccer Coordinator
 Marlene Ford, Instructor (Kitchener)
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 Richard Bowden, MODC Chair
 Tara Carothers, Administrator (Richmond Hill)
 Tony Camacho, LTOD Program Lead



Best Practices Focus Group - October 2018

GLOSSARY

Acronym	Description
AR/Asst. Ref	Assistant Referee
AV	Audio Visual
CBP	Club Best Practices
DBH	Discipline by Hearing
DBR	Discipline by Review
DRC	District Referee Coordinator
DST	Development Support Team
EL	Entry Level
LMS	Learning Management System
LOTG	Laws of the Game
LTOD	Long Term Officials Development
MO	Match Official
MOD	Match Officials Development
MODC	Match Officials Development Committee
PDO	Provincial Development Officer
S4L	Soccer for Life
SSG	Small Sided Game
TD	Technical Director

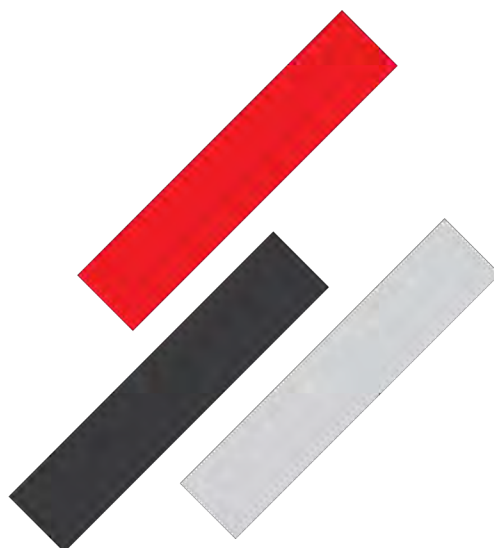
DEVELOPMENT SUPPORT TEAM

Development Support Team consists of:

Instructors
Assessors
Match Official Scouts
Match Official Coaches
Mentors
Assignors
Club Head Referees
District Referee Coordinators
Provincial Development Officers



KEY DEVELOPMENT AREAS



WHAT IS A KDA?

Our eight Key Development Areas (KDA) were created based on results of research and surveys conducted between 2012-2015. Each KDA has eight strategic initiatives attached to it, for a total of 64 strategic deliverables. Each KDA is directly linked to the topics found in the table of contents and is colour coded. The KDA symbol is illustrated on each page identifying which part that content relates to.



MENTORSHIP & COACHING

Survey responses identified Match Officials leaving the game due to lack of Mentorship & Support.



TALENT IDENTIFICATION

Ensuring Match Officials with aspirations and talent are identified to advance to the next level.



TECHNICAL LEADERSHIP

Educating Club Leadership on the benefits of effective and supportive programming.



RECRUITMENT & RETENTION

Investing in training, support and mentorship to cultivate positive team environments.



COMPETITION

Ensuring Grading Protocol and Game Fee & Assigning Protocol are followed and assignments are age and stage appropriate.



EDUCATION

Identifying education requirements for your Club Match Officials, deliver pre-season and in-season education sessions.



FITNESS & TRAINING

Ensuring Match Officials have access to fitness programs and can follow the recommended training and fitness guidelines.



ADMINISTRATION

Equipping Club Administrators with resources, policies and procedures, as they are often the member's first point of contact.

TABLE OF CONTENTS

By clicking on an icon, it will redirect you to the beginning of the selected section.



CLUB HEAD REFEREE

Club Head Referee definitions, roles, responsibilities and more.



ASSIGNING & PAYROLL

How to assign games and find information on payroll.



CONTACTS & INQUIRIES

A contact database for all Match Official inquiries.



WORKING WITH...

Technical Directors, Club Match Officials and District Referee Coordinators.



DEVELOPMENT PLANS

Development plan and budgeting resources. Building a business plan and annual audit reports.



DEVELOPMENT PATHWAYS

Details highlighting the pathways available for Match Officials and Development Support Team Members.



EDUCATION

Clinic information: How to sign-up, host and clinic type availability.



MENTORING

Provide Match Officials with positive and constructive feedback. Processes, reports guidelines and auditing.



CLUB HEAD REFEREE

ABOUT

The Club Head Referee (CHR) role could be a full-time, part-time or volunteer position. Each Club has their own distinct requirements. The Club Head Referee facilitates Match Official programming within their Club, and ensures Ontario Soccer Match Official guidelines are communicated to Match Officials and enforced by the Club.

HOW

- Inquire with Club to find out more about the CHR position through the Club application process or find more information on the Ontario Soccer website.
- Applicants for the CHR position should have an officiating background
- Complete the new training program

Example of job posting:

[SWRSA Club Head Referee Job Application](#)

WHY

- The CHR is an important role for any Clubs Match Official Development program.
- The CHR is the main source of information and resources for new and existing Match Officials within the Club.
- The CHR can provide advancement and development opportunities to Club Match Officials
- First point of contact for Club Match Officials or Club Technical Leadership



LTOD Camp Day, Niagara SA



CLUB HEAD REFEREE ACCREDITATION PROGRAM

PROGRAM OUTLINE

When a Club recruits a Club Head Referee, an integral component is that the Club Head Referee is fully informed of the responsibilities of the role. It is, therefore, mandatory for all CHR's (new and existing) to complete the CHR Accreditation Session.

- There will be a three-month timeline to ensure all CHR's complete the accreditation (once in CHR role).
- The online component will enable the individual to stop and re-start at their leisure.

IN CLASS	Roles and Responsibilities (30 minutes)	<ul style="list-style-type: none"> • Overseeing the assignments of all festivals and house league games directly associated with the Club. • Developing an annual plan for instruction, development, recruitment and retention. • Ensuring adherence of Club Match Officials to Ontario Soccer policies and procedures, and any Club policies and procedures. • Providing support to Club Match Officials and other stakeholders as required. • Provide an Ontario Soccer Mentorship Program.
	Pre-Season (30 minutes)	<ul style="list-style-type: none"> • Courses and clinics, education sessions, mentoring, league rules, Match Officials' handbook, budget, working relationship with DRC, fitness tests.
	In Season (45 minutes)	<ul style="list-style-type: none"> • Assignment coverage, day-to-day, mentoring, discipline, Match Official grading, CHR District meetings, education, conflict resolution, leadership.
	Post Season (30 minutes)	<ul style="list-style-type: none"> • End-of-season wrap-up, appreciation day, Match Official promotion and recognition, budget, planning for winter education sessions
ONLINE	Online Portion (2 hours)	<ul style="list-style-type: none"> • Tutorial on Ref Centre/assigning software • Respect in Sport • Mentor program training • LOTG updates • CHR must sign off upon completion

CLUB INSTRUCTOR ACCREDITATION (COMING IN 2020)

This will be offered in conjunction with the Club Head Referee Accreditation in 2020. This will be a one day in class session. This accreditation will permit Club Instructors to teach Laws of the Game at education sessions within the Club Environment. **NOTE:** This accreditation will not permit the CHR to lead Entry Level or Small Sided courses.

THIS ACCREDITATION IS CURRENTLY BEING DESIGNED IN CONSULTATION WITH CANADA SOCCER.



CLUB HEAD REFEREE ADDITIONAL RESOURCES

SKILLS AND COMPETENCIES

- Initiative and relationship building skills
- Strong written and verbal communication in a timely manner
- Demonstrated proficiency in the use of technology
- Ability to both work alone and as part of a team
- Understanding of developing and managing a program budget
- Ability to work with and manage volunteers
- Proven organizational and time management skills
- Ability to work with other CHRs and DRC and share ideas within Ontario Soccer Guidelines
- Ethical and honest
- Understands the culture of the Club environment
- Strive for continued standard improvements

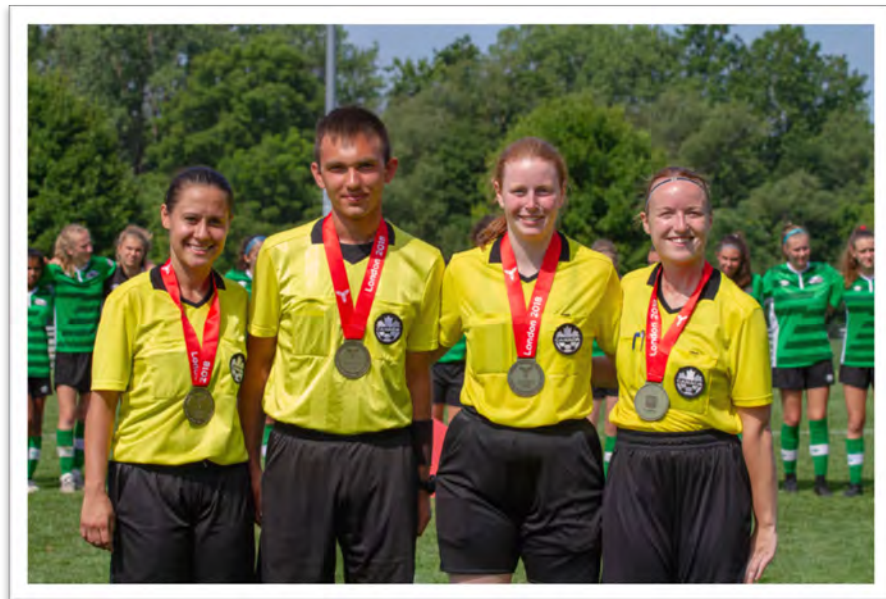
REQUIRED EXP./QUALIFICATIONS

(May differ depending on Club's size and needs)

- Minimum of three years' experience as a Canada Soccer referee, currently in good standing (not required to be currently an active referee).
- Up-to-date on current FIFA Laws of the Game

ADDITIONAL REQUIREMENTS

- Accredited Instructor/Assessor/Mentor an asset
- Ontario Soccer CHR Accreditation completed
- Fitness level an asset – in case they have to step into a game
- Awareness of Ontario Soccer policy
- LTOD knowledge and support



*Gold Medal Crew, 2018 Ontario Summer Games
Girls U15 Game – August 2018*



CLUB HEAD REFEREE RECRUITMENT, RETENTION, PROMOTION

RECRUITMENT BEST PRACTICES

- Start late summer for following season
- Make it close to the date of Club Open House (if applicable)
- Get people starting to think about it during the start of the school year
- Offer discounts on merchandise, referee equipment, and registration costs
- Interview or screen candidates for acceptance into clinics
- Have a Wall of Fame, put the program front and center in the Club for players and parents to see awards program
- Posters to schools
- Free kits/whistle/watch
- First year Match Officials discounts
- Opportunity to get some experience indoor in small sided games before outdoor season

RETENTION IDEAS

- Create a culture of excellence ie. showing up on time (30 min prior), dressing appropriately, discussions at the field re: Laws of The Game
- Awards by age/grade
- Photo recognition on Club webpage
- Offer supplementary education and LTOD sessions
- Offer weekly/monthly incentives
- Have a Wall of Fame, put the program front and center in the Club for MO's to see
- Club Head Referee and Assignor have strong working relationship to make appropriate assignments to develop Match Officials, and Development Support Team members
- Club Head Referee & Assignor attend games outside of Club with developing Match Officials

- Mentorship program
- Giveaways and contests
- Keynote speakers and socials
- Post-season appreciation day
- Incentives and Awards

INCENTIVES & AWARDS

- Awards and incentives for Match Officials, such as diplomas, mention on Ontario Soccer website or Club website
- Offer weekly/monthly incentives
- Mentor and/or Match Official Appreciation Night
- Pizza nights
- Giveaways
- Referee of the Month
- Call of the Week
- Interactive quizzes with prizes online
- Hand out pay cheques at education meetings

CREATING RECRUITMENT CONTENT MARKETING MATERIAL

(PROVIDED BY ONTARIO SOCCER IN 2020)

- Posters
- Brochures Benefits of being a Match Official
- Testimonials
- Flyers
- Physical and electronic copies

PROMOTION OF YOUR OFFICIATING PROGRAM

- Promote on Club website
- Promote through social media
- School presentation/flyers/information booths
- Local community centres / YMCA
- Ontario Soccer Newsletters





CLUB HEAD REFEREE

KEEPING YOUR MEMBERSHIP ENGAGED

(ADDITIONAL RETENTION TOOLS)

QUIZZES

- Laws of the Game questions
 - To everyone in the Club system once a month
 - Great tool for education/discussion/participation
 - Rewards & Giveaways
- Encourages Match Officials to gain access to current LOTG material

FITNESS SESSIONS

- 1-hour fitness/45 minutes in class (off season every two weeks)

SOCIAL MEDIA GROUPS

- Facebook/Twitter/Instagram live sessions
- Assign a volunteer to manage social media accounts and activity
- To help educate younger Match Officials on different platforms they use, answer questions and provide info
 - Must be regulated and monitored for accuracy and appropriateness

GROUP EVENTS

- Taking a team of officials to tournaments
- Bringing participants to League1 Ontario and Toronto FC games

SUPPORT

- Have Match Officials observe other Match Officials games
- Have the opportunity for younger Officials to observe more experienced officials and vice versa
- Talent ID events/LTOD Camps
 - Gives everyone an idea about level of talent and abilities required
 - Encourages officials to improve their skills

WORKING WITH DISTRICTS/OTHER CLUBS

- Clubs sharing of Match Officials and resources
- Communication with DRC/CHR to expose Match Officials to higher level/different games
- Opportunity to officiate new teams – create new experiences
- Relationship/support and network building

CLUB LEADERSHIP

- Invite to Match Official Development education sessions
Being available to talk to officials – executive, TD, coaches, etc.
- 45 minute questions on anything regarding officiating





ASSIGNING & PAYROLL

ABOUT

Understanding Assigning and Payroll systems can serve as a useful resource to help a Club Head Referee ensure they are aware of Club procedures on how to claim game fees, how to receive payment for Club Match Officials, how to submit game sheets, and to identify method of payment from the Club.

HOW

- Connect with Administration Department
- Identify Policies and Procedures
- Communicate Policies and Procedures
- Audit and evaluate

WHY

- Creates consistency by ensuring Match Officials are following proper administration of Club Protocols and Procedures.
- Helps Administrators with their role
- Reduces questions

ADDITIONAL RESOURCES & HELPFUL LINKS

ONTARIO SOCCER POLICIES

GAME FEE & ASSIGNING PROTOCOL

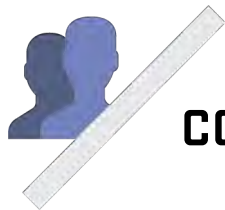
CLAIM FORM (INDOOR/OUTDOOR)

REFCENTRE ASSIGNING PPT



Gloucester Hornets, Mentorship - August 2018





CONTACTS & INQUIRIES

ABOUT

Often Club Match Officials are unsure of how to contact Ontario Soccer and do not realize that Ontario Soccer is a resource for them. The following pages show the communication chain for your Club Match Officials.

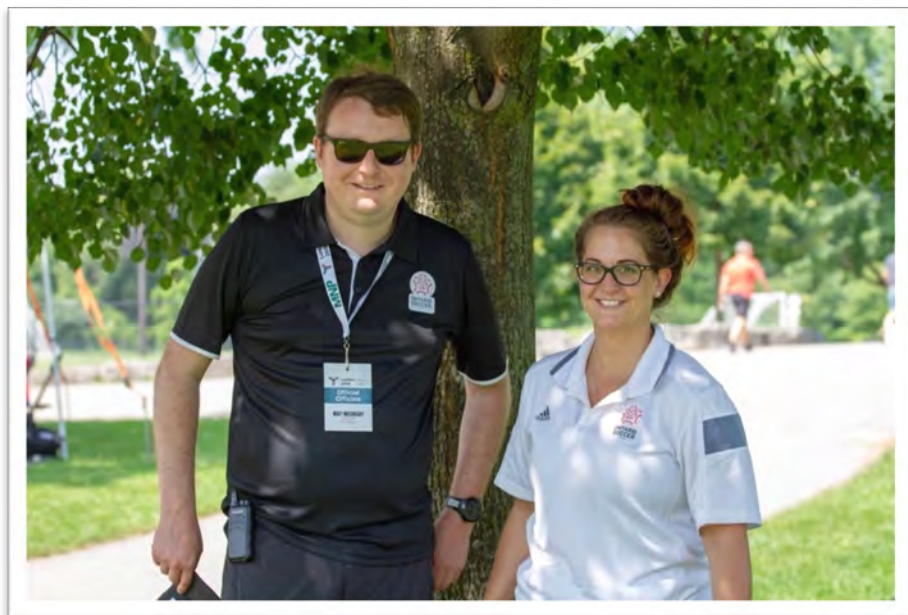
HOW

Utilize the Ontario Soccer provided template to list the contact information for all individuals that Match Officials need to know. This will also be beneficial to distribute for new Match Officials in your clinics.

WHY

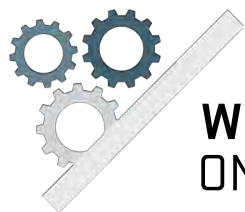
This will reduce confusion for your members and ensure that communication is going to the correct person. This will also reduce multiple emails.

ADDITIONAL RESOURCES & HELPFUL LINKS

[CONTACTS](#)
[DRC LINK](#)
[NON MO DEPT. PROGRAM CONTACTS](#)
[CONDUCT REVIEW PROCESS](#)


Ontario Summer Games, Mentors - August 2018





WORKING WITH... ONTARIO SOCCER BY PROGRAM

GARY MILLER

Director, Soccer Operations

E: [gmiller@ontariosoccer.net](mailto:gmill@ontariosoccer.net) | P: 905.264.9390 x 269

NICKY PEARSON

Manager, Match Officials Development

E: npearson@ontariosoccer.net | P: 905.264.9390 x 238

LONG TERM OFFICIALS DEVELOPMENT

LTOD Programming
Development Pathways
Education & Training

MATCH OFFICIALS DEVELOPMENT COMMITTEE

Staff Representative
Meetings & Planning

DISTRICT ASSOCIATIONS

District Administrators
District Board of Directors
District Referee Coordinator

OPERATIONAL POLICIES

Annual Review
Adjustments & Additions
Communication to Membership

SPECIAL PROJECTS & ACTIVITIES

Collaboration with Exterior Partners
Ontario Soccer Initiatives

OPERATIONAL PLANNING

Risk Management
Efficiency Analysis
Annual Plans
Annual Program Budget

TONY CAMACHO

Program Lead, Long Term Officials Development

E: ltod@ontariosoccer.net

LTOD PROGRAM

General Inquires
LTOD Days
Talent Identification

PROGRAM DELIVERY

CHR Accreditation
DRC Accreditation
Scouting
Assigning





WORKING WITH... ONTARIO SOCCER BY PROGRAM

KYLA DI PERNA

Coordinator, Match Officials Development

E: kdiperna@ontariosoccer.net | P: 905.264.9390 x 234

LTOD PROGRAMMING

Club Best Practices
Education Sessions
Mentor Program Design & Implementation
Instructor & Mentor Accreditation
Mentor Evaluations

SPECIAL EVENTS

Match Officials Appreciation Day
Soccer Summit

INSTRUCTION PROGRAM

Instructor Training & Accreditation
Clinic Assignment & Evaluations
Expenses & Payments

UPGRADING PROGRAMS

Regional & Provincial Upgrading

GRAPHIC DESIGN

LTOD Graphics
Special Events

LUIS PAREDES

Coordinator, Match Officials Development

E: lparedes@ontariosoccer.net | P: 905.264.9390 x 287

REGISTRATION

Annual Registration
Registration Exam & Re-Takes
Re-Instatement Requests

FITNESS TEST PROGRAM

Fitness Test Supervisor Training & Accreditation
Injury Notes
Fitness Protocol

GRADING

Grading Protocol
Resetting Grades

ASSESSMENT PROGRAM

Assessor Training & Accreditation
Assessment Assignment & Evaluations
Expenses & Payments

CANADA SOCCER PAPERWORK

Out-of-Country & Province Officiating
Interprovincial Transfers

OTHER

OUA & Ontario Cup Expenses
Ontario Indoor Cup

FUTSAL





WORKING WITH... ONTARIO SOCCER BY PROGRAM

JAMALL BROWN

Coordinator, Long Term Officials Development

E: jbrown@ontariosoccer.net | P: 905.264.9390 x 286

Accreditation Clinics

Pre-Registration, Entry Level, Small Sided,
& Small Sided AR Clinic Approvals
Expenses

LTOD Administration

Club Contacts
General Inquires

Club Contact Database

Match Official Newsletter Content

ONTARIO SOCCER CONTACT HIERARCHY





WORKING WITH... ONTARIO SOCCER BY PROGRAM

ADDITIONAL MATCH OFFICIALS DEVELOPMENT CONTACTS

Provincial Youth Assigning Coordinator (OPDL & OASL)	Patty Peebles (GTA & West)	assigning@ontariosoccer.net
Finance Department	Finance	finance@ontariosoccer.net
Provincial Senior Assignors	Tony Camacho	camachotony60@gmail.com
	David Smith	david.smith@eodsa.ca
	Pasquale De Luca	pdeluca84@outlook.com

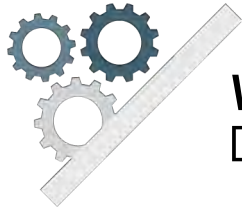
MATCH OFFICIALS DEVELOPMENT COMMITTEE

Chair	Richard Bowden	rbowden@oakvillesoccer.ca
Members	Tony Camacho	camachotony60@gmail.com
	Kim Lee	kim.lee0313@gmail.com
	Wayne Sharp	lksa.drc@gmail.com
	Lowell Williamson	llwillia@uwaterloo.ca
	Matt McCready	matt.emsadc@gmail.com



Female Leadership Day, Brams United Girls Soccer Club - November 2018





WORKING WITH... DISTRICT REFEREE COORDINATOR

ABOUT

The District Referee Coordinator (DRC) role could be a full-time, part-time or volunteer position. Each District has their own distinct requirements. The District Referee Coordinator facilitates Match Official programming within their District, and ensures Ontario Soccer Match Official guidelines are communicated to (Clubs) and enforced by, the Clubs and District members.

HOW

Your District Referee Coordinator is typically your first point of contact for any assistance required with Club Match Officials Development programming, questions or issues. It is expected that the District Referee Coordinator will follow the LTOD guidelines with regards to the development of all Match Officials. DRC's will be required to complete a DRC education program as of 2020.

WHY

- Able to facilitate your needs for development of Club Match Officials
- Able to assist you in delivering the development program
- They are your first step to move Club Officials into the District Pool
- First point of contact for anything Match Official Development related
- DRC's are available as a resource for your Club

ADDITIONAL RESOURCES & HELPFUL LINKS

[RESOURCE SHARING - CLUB LIST](#)

[PROVINCIAL DEVELOPMENT OFFICERS](#)

[DRC AND CLUB SUPPORT REQ.](#)





WORKING WITH... DISTRICT REFEREE COORDINATOR

MORE INFORMATION

Under the direction and approval of the District Association, the District Referee Coordinator (DRC) is responsible for all matters directly relating to the Match Officials in the District. The DRC will provide leadership to all Match Officials and encourage professional conduct and adherence to the Canada Soccer and Ontario Soccer Published Rules including Code of Conduct and Conflict of Interest Policies.

MAIN DUTIES FOR CLUB

(INCLUDE BUT ARE NOT LIMITED TO)

- Maintain a good working relationship with Ontario Soccer; Assignors; Referee Groups and Associations; Clubs and Leagues, or any other stakeholder involved in promoting development within the District.
- Distribute information sent by Ontario Soccer and/or District Office to Match Officials and Club Head Referees in an efficient manner.
- Work with Club Head Referees to assist in the implementation and maintenance of an on-going training program for Match Officials working at the Club level.
- Assist the Club Head Referee, when moving Match Officials from the Club Pool to the District Pool annually.
- Provide registration reports to Clubs and/or District office, when required.

- Compile feedback from Match Officials regarding their assignment history
- Provide an audited list of assignments to Ontario Soccer upon request

RECOMMENDATIONS

- We recommend that the DRC build a strong and positive working relationship with their CHR/Referee Assignor(s). CHR's and Assignors must understand the DRC role, and the positive impact of working together and following Ontario Soccer policies and protocols.
- At minimum, it is mandatory that each District hosts an annual Club Head Referee meeting before the start of the outdoor season to set the plan for the upcoming year. This would include presenting all updated policies, procedures and protocols. It is strongly recommended that additional meetings are held during, and at the completion of the outdoor season.

ADDITIONAL REQUIREMENTS

- Ensure the fair and equitable appointments of all Match Officials in the district.
- Ensure that all assignors are following Ontario Soccer Game Fee and Assigning Protocol and Ontario Soccer Grading Protocol



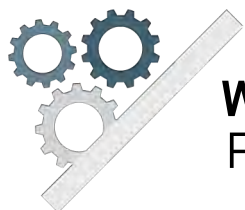


WORKING WITH... DISTRICT REFEREE COORDINATORS

CONTACT LIST

District	Main City Centre	DRC	Email
DRSA	Oshawa	Lucky Booth	drc@durhamregionsoccer.ca
ECOSA	Peterborough	Mike Smith	mews@nexicom.net
ECSA	Windsor	Mike Kolich	mikekolich@hotmail.com
EMSA	London	Matt McCready	matt.emsadc@gmail.com
EODSA	Ottawa	David Smith	david.smith@eodsa.ca
HamDSA	Hamilton	Scott Bowman	bowman.scotta@gmail.com
HDSA	Barrie	Naim Gashi	referee1966@hotmail.com
LKSA	Sarnia	Wayne Sharp	lksa.drc@gmail.com
NSA	Niagara	Lou Braida	drcniagara@cogeco.net
NYSA	North York	Renato Da Costa	renato.dacosta@rogers.com
PHSA	Mississauga	Mike Winstanley	michael.winstanley@sympatico.ca
SASA	Sault Ste. Marie	Barry Fera	ferab@shaw.ca
SN	Timmins	John Labine	socnorth@gmail.com
SNE	Petawawa	Tom Desgroseilliers	tomdesgroseilliers@gmail.com
SNW	Thunder Bay	Bryon Start	bstart@shaw.ca
SOSA	Kingston	Marguerite Heer	marguerite13h@gmail.com
SRSA	Sudbury	Milton Lessis	lessis25@msn.com
SSA	Scarborough	Leslie Wong	lwongn623@rogers.com
SWRSA	Cambridge	Marlene Ford/ Lowell Williamson	drc@swrsa.ca
TSA	Toronto	Amato DeLuca	amatodeluca@rogers.com
YRSA	Vaughan	Peter Kalpouzios	pkalpouzios@rogers.com





WORKING WITH... PROVINCIAL DEVELOPMENT OFFICERS

ABOUT

Provincial Development Officers (PDO's) are in place to assist Clubs and Districts with their MOD programming and to support them in LTOD. The PDOs have attended training sessions and are regularly involved in LTOD information sharing, and truly understand and support the LTOD program. The PDOs will be seen across the Province scouting and identifying talent. They are also available for LTOD Information sessions, to answer any LTOD questions, and to act as a point of LTOD contact in your area, along with your District Referee Coordinator.

HOW

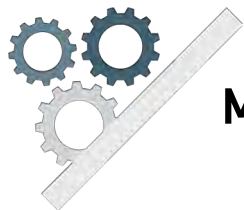
- Recruitment from a pool of applicants
- Attend regular training sessions
- Are also Instructors or Assessors
- Are all accredited Mentors

WHY

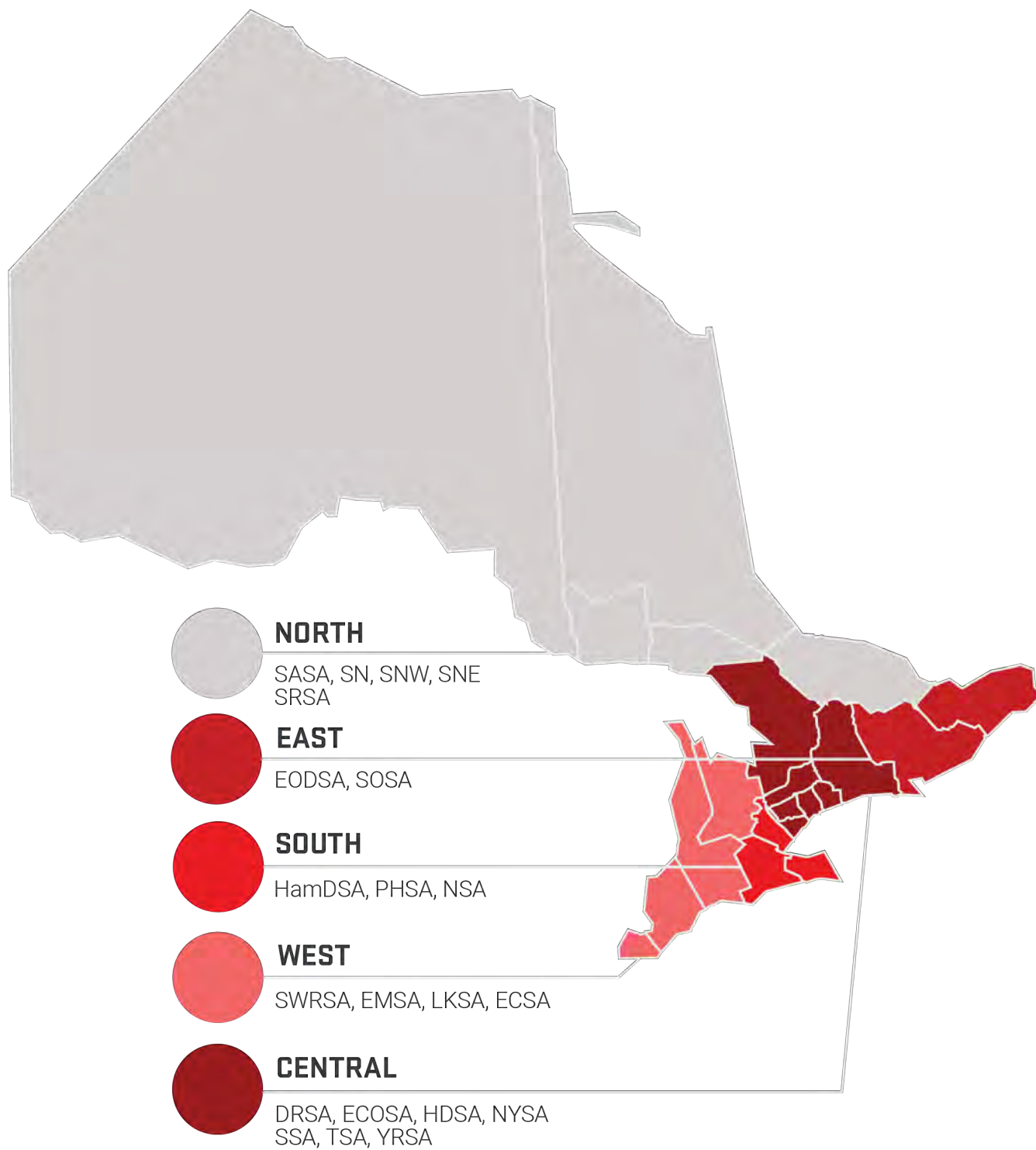
Ontario Soccer staff are unable to be everywhere at all times. These additional 20+ PDO's and your DRC's will be able to further support and assist Clubs in Match Official Development.

PDO	District Coverage	Email
Patty Peebles	SWRSA, HDSA, SN, SRSA, SNW, SASA	refhre@gmail.com
David Smith	EODSA/SOSA/SNE	david.smith@eodsa.ca
Wayne Sharp	LKSA/ECSA	lksa.drc@gmail.com
Angelo Gertsakis	ECSA/LKSA	angelo@cogeco.ca
Lou Braid	NSA	drcniagara@cogeco.net
Scott Bowman	HamDSA	bowman.scotta@gmail.com
Vlad Haltigin	PHSA	vhalt@cogeco.ca
Ashley Marshall	YRSA	manymarshalls@gmail.com
Lucky Boothe	SSA/DRSA/ECOSA	drc@durhamregionsoccer.ca
Richard Bowden	PHSA	rbowden@oakvillesoccer.ca
Mark Doubrough	HDSA	mark.doubrough@rogers.com
Chris Wade	EODSA/SOSA/SNE	refassignor@rogers.com
Abbi Lezizidis	EMSA	alezizidis@gmail.com
Matt McCready	EMSA	mattmccready1@gmail.com
Mike Smith	ECOSA/DRSA	mews@nexicom.net
Lowell Williamson	SWRSA	llwillia@uwaterloo.ca
Pasquale De Luca	TSA/NYSA	wc2014@hotmail.com
LeRoy Ahjee	SSA	leroy.ahjee@ofina.on.ca
Brian Butler	TSA/NYSA	brianbutler@sympatico.ca
Kuizan Weekes	SSA – Fitness Leader	naziuk12@hotmail.com





MAP OF ONTARIO & DISTRICTS





WORKING WITH... YOUR CLUB MATCH OFFICIALS

SUPPORTING YOUR CLUB MATCH OFFICIALS



DEVELOPMENT

- Review registration list at start of season for potential upgrades
- Full crews on competitive games. Start newer Officials as Assistant Referees, allow/invite them to ask lots of questions after game
- Practical training times secured
- Promote a standard level of fitness at all levels
- Keep a list of Match Officials that show interest/potential in advancing to next level of game
- Discuss comfort level before assigning to the next level of competition
- Start new Match Officials at U8 then move up when ready – use mentor reports, coach feedback to help determine
- Take local crews to neighbouring tournaments, collaborate for festivals in assigning and mentoring with other Clubs
- Build soft skills! (e.g. communication, confidence, professionalism.)

OFF FIELD SUPPORT



- Observe and assess coach and parent behaviour
- Assignor is a separate role from Club Head Referee - but the Club Head Referee reviews assignments on regular basis
- Provide support at discipline hearings and when writing reports
- Meet with Club coaches during pre-season
- Rewards and acknowledgment program
- Pre-season: "Get to know your fellow Referee"
- Rewards and Recognition: wall, website, newsletter, stories, prizes, year end party
- Establish "Match Official of the Year" award for Small Sided Game and Entry Level. This encourages new Match Officials to return. Usually based on feedback, mentoring, games completed, etc.





WORKING WITH... YOUR CLUB MATCH OFFICIAL

BEST PRACTICES ACROSS THE PROVINCE

ASSIGNING



- Rotate the officiating schedule by age/division
- Base on ability, availability, skillset
- Work around personal schedules, create flexibility as some are still playing or have other jobs
- Assign 2-3 weeks in advance
- Base assignments on development opportunities
- Ensure the same Match Officials are not getting the same divisions all the time
- If a Match Official has not arrived 10-minutes prior to game start, Coach calls the CHR
- Host a 'Meet Your Assignor' Night
- Track declines/no-shows



MENTORSHIP

- Mentoring can be requested by Match Officials
- Assign mentors to replicate the peer-to-peer mentorship model
- Utilize mentee development areas to discover possible areas of Club Match Officials education
- Host a Mentor/Match Officials meeting
- Have Executive members of the board at fields
- First three games must be supported/mentored
- Assign mentors to attend first assignment as Match Official for all new Entry Level and Small Sided Officials
- Use Ontario Soccer Mentor forms and reporting system/platform

- CHR talks to Match Officials before games
- Weekly email from CHR to all Club Match Officials - keeps them engaged
- An open door policy is important
- Start a Facebook group/use social media. Actively post videos and game situations to encourage discussion
- Invite DRC to attend new Match Officials meetings
- Ensure correct responses to LOTG questions
- Encourage feedback from coaches, positive and negative. Ensure positive feedback is passed onto the individual Match Officials by the CHR.
- Show them how to connect with other assignors, this will help increase their visibility

COMMUNICATION





WORKING WITH... YOUR CLUB LEADERSHIP

ABOUT

Match Officials Development is also the responsibility of Technical Directors, Club Head Coaches, Club Administrators and Club Boards.

HOW

Club Head Referees have advised Ontario Soccer that the following areas need to be communicated to their Club leadership:

- Administrative support may be required for CHR's to effectively perform their job
- Collaboration between rural, or smaller Clubs to reduce individual resource requirements would be a positive step forward
- Investment requirements – field time, class training room, etc. is much needed
- Educate administrators on the Match Officials Development and LTOD programs. As the front line often receives the first question, this would save multiple responses.

- Many new Match Officials are also players. Have the Technical Director or Club Head Coach work with coaches to allow Match Officials to skip a practice or two a season to officiate games.
- Create a Team Parent program: One parent trained, and responsible for the behavior of parents on the team
- Support and enforce zero tolerance towards Match Official Abuse and assault in the Club and District Discipline process
 - Discipline Panel members must be trained in LOTG and Match Officials programming

WHY

All three teams on the field (Players, Coaches and Match Officials) need to understand each other's roles and respect each other's development pathways. Communication is key to this success.

ADDITIONAL RESOURCES & HELPFUL LINKS

REFCENTRE ASSIGNING PPT

SURVEYS

DRC LINK

CONDUCT REVIEW PROCESS





WORKING WITH... YOUR CLUB TECHNICAL DIRECTOR

CANADA SOCCER CLUB LICENSING PROGRAM

ABOUT

The Canada Soccer Club Licensing Program takes a principles-based approach which allows organizations to develop and select the methods by which they operate based on their available resources and unique situation and context. Developed in collaboration with Provincial and Territorial Association members, and incorporating international best practices, the program will set clearly defined standards and expectations for member organizations, recognize excellence in the soccer community, raise the level of clubs, and drive change within the soccer system throughout Canada.

HOW

For youth Clubs in Canada, there are four categories that can be applied for. They are as follows:

- Quality Soccer Provider
- Provincial/Territorial 1
- Provincial/Territorial 2
- National Youth Club



WHY

Canada Soccer has launched a new era of development for the sport with the introduction of its Club Licensing Program across Canada. The program is designed to raise the standards of soccer development across the country to improve the overall soccer system and guide soccer organizations toward best principles for organizational development both on and off the field.

The principles of the Canada Soccer Club Licensing Program will guide the behaviour of all organizations and are being implemented to improve the youth soccer experience in Canada. By prioritizing fun, emphasizing the physical, mental, and emotional safety of youth players, and providing developmentally-appropriate, high quality programs, Canada Soccer is redefining the youth soccer experience.

ADDITIONAL RESOURCES & HELPFUL LINKS

QUALITY SOCCER PROVIDER

PROVINCIAL 2

PROVINCIAL 1

NATIONAL YOUTH CLUB





WORKING WITH... YOUR CLUB TECHNICAL DIRECTOR



**QUALITY
SOCCER**



**PROVINCIAL
LEVEL 1 & 2**



**NATIONAL
YOUTH CLUB**

COMMUNICATION



- Meetings upon request with your Technical Department.
- Invite TD to a pre-season in-person meeting with your Club Match Officials.
- Provide information support, when requested by Technical staff for reports/website.



- Regular meetings with your Technical Department.
- More than one pre-season in-person meeting with your Club Match Officials & TD.
- Provide information support, when requested by Technical staff for reports/website.



- Regular meetings with your Technical Department.
- Regular in-person meeting with your Club Match Officials.
- Provide regular information for news item in the Club Newsletter or for Club website.

REPORTS



- Ensure TD/Club Head Coach (CHC) is open and available for email support to CHR.
- Regular updates to Technical Leaders on Development programming, mentoring, audit of games assignments, etc.





WORKING WITH... YOUR CLUB TECHNICAL DIRECTOR



**QUALITY
SOCCER**



**PROVINCIAL
LEVEL 1 & 2**



**NATIONAL
YOUTH CLUB**



SUPPORT

- TD/CHR to attend CHR presentation at start of season for Recreational and Development program coaches.
- CHR or TD/CHC attends Ontario Soccer and District Association Meetings, as required.
- Works with assignors to review and approve league appointments.
- Hold information sessions with Match Officials, Game Leaders.

RELATIONSHIPS



- Reports as required to Technical Leadership.
- Deliver Ontario Soccer Mentoring program.
- Works with Club Leaders to create Match Officials Development Plan.
- Ensure TD/Club Head Coach (CHC) is open and available for email support to CHR



- Reports as required to Technical Leadership.
- Deliver Ontario Soccer Mentoring program. (potential collaboration with other Clubs)
- Works together to with Club leadership to achieve Strategic Plan.
- Ensure TD/Club Head Coach (CHC) is open and available for email support to CHR



- Reports to TD and/or Club Head Coach.
- Deliver Ontario Soccer Mentoring program.
- Reports to TD, working together to achieve Strategic Plan.
- Ensure TD/Club Head Coach (CHC) is open and available for email support to CHR





WORKING WITH... YOUR CLUB TECHNICAL DIRECTOR



**QUALITY
SOCCER**



**PROVINCIAL
LEVEL 1 & 2**



**NATIONAL
YOUTH CLUB**

CHR TECHNICAL INPUT



- Assists in developing a Club Development plan.
- Participates in budget meetings, when requested.
- Offers input to all aspects of the Club programs.



- Aligns an annual development plan that fits with Strategic Plan
- Participates in budget meetings when requested.
- Offers input to all aspects of the Club program.



- Aligns an annual development plan that fits with player pathway and coach pathway (LTPD).
- Participates in budget meetings.
- Offers input to all aspects of the Club program.



TALENT ID

- Participates in LTOD Camps can be, in partnership/conjunction with District Association.
- Understands current trends in Match Officials development so he/she can identify talent that can be moved up the pathway. (Match Officials & DST Members)





WORKING WITH... YOUR CLUB TECHNICAL DIRECTOR

A TECHNICAL DIRECTORS GUIDE TO MATCH OFFICIALS

A basic guideline for you and your Club's competitive team coaches to help identify skills and traits of potential Match Officials within your player rosters. Clubs are currently using this as a best practice to help players pay for their own program fees, learn more about the game, give back to their Club, develop soft skills and even mentor new Match Officials within their Club pool. Here's what to look for:



COMMUNICATION

Match Officials rely heavily on the ability to communicate effectively through their whistle tone and usage, verbal direction, eye contact and hand gestures. Effective communication is one of the keys to success no matter which role you play on the pitch.



POSITIONING

An individual who recognizes the importance of being in the correct position during play before the ball gets to the desired location. Finds the open spaces and is proactive to recognize spatial awareness.



FITNESS

Strong overall cardio can be determined in your teams conditioning training. Officials are often required to jog, sprint and walk in intervals over the time span of 25-45 minutes without a break. How do your players measure up? How do you find out? A great rule of thumb is measured through the BeepTest and YOYO Test.



CONFIDENCE

Officiating can often be an intimidating role to fill. It's up to the Match Official to lead and regulate the game to ensure safety and fairness. As the Match Official, it's important to confidently make the right call, even if it's a hard one. Who confidently leads the team on your roster through the difficult games?



CONFLICT RESOLUTION

Often, Match Officials are subjected to fast pace, high stress environments. Sometimes under those conditions, tempers and emotions flare from the players, coaching staff or spectators. During those times, it's important to have the ability to remain level headed, rational and maintain composure. Which player is the voice of reason on your roster?



TEAMWORK

Much like players need to work together to connect passes, Match Officials rely on each other to make the correct calls. Through communication and trust, Match Officials use teamwork to help each other in each game.





WORKING WITH... DELIVERING PROGRAMS



RECRUITMENT | September - December

1. Succession planning
2. Re-allocation of resources
3. Promotion
4. Year-end surveys



CERTIFICATION OF OFFICIALS | Jan-April

1. Clinics you require
2. Demographic gap analysis
3. Required resources and costs



MINDSET SHIFT | BOD, CHC, TD

1. Engage Club Leadership
2. Report on successes
3. Data-mine all projects to report annually



ADDITIONAL

1. Recruitment of people to deliver development plan
2. Retention plan & succession planning
3. Recruitment of mature Match Officials into additional roles
4. Reallocation of services
5. Certification – standards based
 - Knowing and understanding what clinics?
 - Where does the bulk of the league play?
 - Costs required for resources – booking facilities etc.
 - Partnering with other Clubs
6. Continuing education
7. Practical on-field training
8. Tying in with Mentorship
9. People, budget, project timelines





DEVELOPMENT PLAN BUILDING FOR YOUR CLUB

ABOUT

A clear Development Plan will provide your Club leadership with an outline of the Club Match Official Development Program and the resources required to deliver it. This includes projections, statistics, standards and implementation plans.

HOW

What do you need to present to your Club Technical Leadership, if you need more funding or resources for your Club Match Officials Development program?

WHY

The Club needs to understand that Match Officials programming is an important part of a successful Club program. This is imperative to the ultimate delivery of the best possible product.

WHAT INFO DO TD's NEED TO HELP SUPPORT MOD PROGRAMMING?

BUDGET

STATISTICS & SURVEY RESULTS

TIMELINES – PERIODIZATION CALENDAR

RESOURCE REQUIREMENTS

CURRENT BASELINE STANDARDS

LTOD INFO, STATS & REPORTS

ADDITIONAL RESOURCES & HELPFUL LINKS

REFCENTRE ASSIGNING PPT

TEMPLATES

CLUB HEAD REFEREE





DEVELOPMENT PLAN CREATING A BUSINESS PLAN

ABOUT

Planning requires a two-way conversation that should start with the Technical Director (TD) explaining to the CHR what the current Technical Plan is.

Ensure that the TD shows the CHR the programs, projections and areas, where Match Officials are currently engaged, or can become engaged.

The CHR can then provide information explaining what he/she can do to assist in weak areas and further strengthen the healthy areas of the Technical Plan. This can be supported by providing current baseline statistics and performance standards, and the expected growth in these areas once a more enhanced program is in place.

STATISTICS

It could help to provide the number of Match Officials at each level, age and gender breakdown, experience, and provide an assigning audit/report of previous season(s) to the TD.

Be prepared to answer: Where do you feel you are succeeding? Where do you see further development resources required?

It would help to annually survey your Club Match Officials to establish satisfaction levels. Do you know internally, which of your Match Official's plan to return or why they do it? This internal measure can help guide the way a Club addresses and supports Match Officials.

Do not be afraid to share findings from other Clubs in a public forum - probably by during your Match Official, and Technical Leadership meetings

Request a meeting with Ontario Soccer Staff or PDO's. They will assist you in creating a Development Plan. On the following page, there is a more detailed example of what Technical Directors have told us (what they need and want from a Club Head Referee in order to support Match Officials Programming):





DEVELOPMENT PLAN CREATING A BUSINESS PLAN

INFO NEEDED BY TD FOR MATCH OFFICIAL PROGRAM SUPPORT

01 - BUDGET

Create a plan identifying in-house education sessions you want to host, mentoring stipend, (resources for practical training or fitness) cost of instructors.

02 - TIMELINES

Prepare a Budget and Plan for the appropriate Board Meeting. Make sure you are ready to go with the new fiscal year, if your plan is approved. Set achievable goals – go for early wins. Typically, this should be presented 5-6 months prior to year-end.

03 - CURRENT BASELINE STANDARDS

For the Program: A number of Match Officials at each level, age and gender breakdown, experience, Match Officials regularly getting District appointments etc. Where are the gaps? Where are the successes?

04 - STATISTICS

Summary of Match Officials at each level and each year specific to our Club. Assigning stats, discipline stats, positive reports, growth reports, number of discipline cases, etc.

05 - SURVEY RESULTS

Match Officials survey to provide satisfaction levels. This internal measure can guide support methods for Match Officials.

06 - RESOURCES REQUIREMENTS

Field time, classroom, tents, banners.

07 - LTOD INFORMATION

Upcoming camps, Talent ID, how you are utilizing this CBP guideline to improve and enhance the Club Program.





PERIODIZATION CALENDAR WORKING CLUB PROGRAMMING CALENDAR

This calendar is to assist you in determining your program schedule, important dates that may affect your programming and goals you should aim towards. Print these pages annually and check through the boxes to help prepare you for each month.

JAN

ACCREDITATION

- ☐ Review Ontario Soccer Policies & Procedures
- ☐ Promotion of your Clinics
- ☐ Finalize Education schedule & speakers
- ☐ Meet with Assignors
- ☐ Begin planning Mentor Accreditation
- ☐ Discuss potential upgrades & development opportunities with DRC

OTHER FOCUS AREAS

- ☐ Clinics
- ☐ Fitness
- ☐ Education (pre-season)
- ☐ Mentorship (pre-season)

REGISTRATION

- ☐ Communicate Registration timelines & requirements
- ☐ Confirm Accreditation Clinics
- ☐ Create a pre-season education plan
- ☐ Finalize Development Plan
- ☐ Begin planning Mentor Accreditation
- ☐ Meet with TD or Club Leadership

OTHER FOCUS AREAS

- ☐ Club Leadership
- ☐ Registration opens
- ☐ Fitness Test planning
- ☐ Education (Pre-Season)
- ☐ Mentorship Accreditation
- ☐ Social Media & Support Team

FEB

MAR

PRE-SEASON

- ☐ Pre-Season Education meetings
- ☐ Mentor orientation
- ☐ Ontario Soccer Summit
- ☐ Host Accreditation clinics

OTHER FOCUS AREAS

- ☐ Ensure Match Officials are registered with Ontario Soccer
- ☐ Finalize Pre-Season Education plan and Fitness Training Sessions

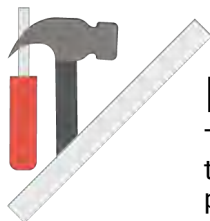
PRE-SEASON

- ☐ Adjust Match Officials grades
- ☐ Pre-season Education meetings
- ☐ Beep tests
- ☐ Schedule a Mentor Accreditation Clinic
- ☐ Host Accreditation Clinics
- ☐ Meet with Assignors & DRC
- ☐ New Match Officials orientation

OTHER FOCUS AREAS

- ☐ Registration
- ☐ Pre-season survey to determine the aspirations of Match Officials
- ☐ Pre-season meeting with Club coaches & parents

APR



PERIODIZATION CALENDAR

This calendar is to assist you in determining your program schedule, important dates that may affect your programming and goals you should aim towards. Print these pages annually and check through the boxes to help prepare you for each month.

MAY

EDUCATION

- ☐ Host Mentor meeting
- ☐ Create Mentor schedule
- ☐ Identify talent ID pool

OTHER FOCUS AREAS

- ☐ Clinics
- ☐ Fitness

EVALUATION & SUPPORT

- ☐ Review Match Officials grades for District Pool upgrade
- ☐ Festivals & other events
- ☐ Talent Identification Report upload
- ☐ Audit assignments from first month of the season
- ☐ On-field visits & Mentor Reports

OTHER FOCUS AREAS

- ☐ Fitness
- ☐ Touch base with Assignors
- ☐ Budget planning

JUN

JUL

ON-FIELD SUPPORT

- ☐ Ontario Cup Qualifying rounds
- ☐ Touch base with Assignors
- ☐ Following season Development Plan
- ☐ Assigning Audit for the first two months
- ☐ Review Talent Identification Development Pool

OTHER FOCUS AREAS

- ☐ Touch base with Mentors & Technical Directors
- ☐ Attend games to provide on-field support

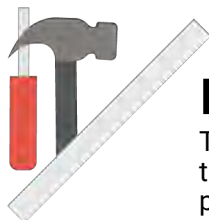
AUG

AUDITS & MENTOR REPORTS

- ☐ Prepare for season-end meeting and tournaments
- ☐ Budget finalization
- ☐ Following season Development Plan
- ☐ Assigning audit for first three months
- ☐ Plan year-end recognition event for Club Match Officials

OTHER FOCUS AREAS

- ☐ Assignors meeting
- ☐ Plan for Futsal Registration
- ☐ Indoor season orientation and selection



PERIODIZATION CALENDAR

This calendar is to assist you in determining your program schedule, important dates that may affect your programming and goals you should aim towards. Print these pages annually and check through the boxes to help prepare you for each month.

SEPT



AUDITS & EDUCATION

- ☐ Prepare season end report for TD
- ☐ End of season assigning audit report
- ☐ End of season recognition event

OTHER FOCUS AREAS

- ☐ All season audit report
- ☐ Club Leadership
- ☐ Mentor (post-season)
- ☐ Education (post-season)
- ☐ Year-end survey to all Club Match Officials & Mentors

RECRUITMENT PLAN

- ☐ Finalize annual audit reports
- ☐ Build Recruitment Plan for next season
- ☐ Meet with DRC for end-of-year debrief

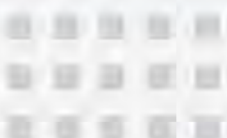
OTHER FOCUS AREAS

- ☐ Mentor (post-season)
- ☐ Education (post-season)
- ☐ Investigate resource sharing plan

OCT



NOV



UPGRADING & ASSIGNING

- ☐ Provide Development Plan for following and current season to Club Leadership
- ☐ Plan for next year's Clinics

OTHER FOCUS AREAS

- ☐ Review and reflect
- ☐ Review season discipline reports

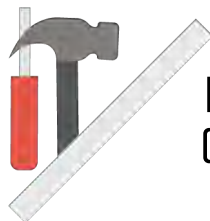
RECRUITMENT PLAN DELIVERY

- ☐ Recruitment planning
- ☐ Mentor Accreditation clinics
- ☐ Monitor Indoor/Futsal/Festivals

OTHER FOCUS AREAS

DEC





DEVELOPMENT PLAN CLUB HEAD REFEREE PRIORITIES

CLUB BENEFITS





DEVELOPMENT PLAN PREPARING A BUDGET



IN-HOUSE EDUCATION

BUDGET

- \$35 to \$45/hour for accredited instructor on Laws of the Game.
- \$25-50 per session if non-law related (up to two hours)

RESOURCES

- DRC to help with instructor, if Club does not have own accredited instructor.
- Ontario Soccer online learning library for session material (LMS).



COST OF MENTORS

BUDGET

- Typically, clubs pay anywhere from zero to "game fee" (max of \$50.00) to the Mentor
- One way of proposing a Mentoring Budget is to track the success of the mentor program in year one (with minimal or no payment to mentors).
- Provide data to the Club about success with Match Official feedback, total games mentored, response from coaches and players, development areas addressed, etc.
- Show the effectiveness and the need for the Program, and then request budget for following season.

RESOURCES

- Use the Ontario Soccer Best Practices for the Mentor Program
- Reach out to another Club in your area and share the program and resources
- Using mentor reports to build education schedule



CLUB MENTOR PROGRAMING

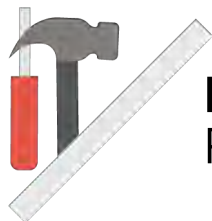
BUDGET

- Club responsible for classroom rental, AV and directing attendees to online registration

RESOURCES

- Reach out to Ontario Soccer to book the clinic through RefCentre.com
- Ontario Soccer will assign the instructor





DEVELOPMENT PLAN PREPARING A BUDGET



BUDGET

- Projector (\$600)
- Speakers (\$100)
- Portable Screen (\$15)
- Video Camera (\$500 or use phone camera)
- Law Books (\$10 per)
- Printing when required
- Cards, Flags, Whistles.
- Cones, Balls (borrow from other internal departments)



BUDGET

- \$150 to \$300 per hour for a field.
- School gyms can be used for some sessions at a lower cost.

RESOURCES

- Typically, winter field time is difficult to obtain for Match Officials training.
- Reach out to teams that use field time for practice and offer to share space, offer to offset some costs, or provide officials for scrimmages as a resource sharing initiative.
- Reach out to other Clubs to share field time and costs.



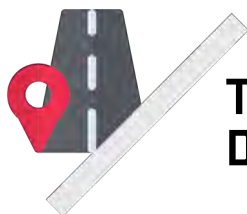
BUDGET

- \$25 to \$50 a session. Many will donate time if asked nicely.

RESOURCES

- Utilize more experienced Club Match Officials that want to give back to up and coming Officials.





THE LONG TERM OFFICIALS DEVELOPMENT PATHWAYS

ABOUT

The Pathways will allow Match Officials to progress through their officiating career at their own pace and preferred level. There are two pathways that determine a Match Officials level; the Soccer for Life pathway, and the Talented Pathway.

Soccer for Life (S4L): This pathway is for Match Official grades 1-8. A Match Official on this pathway will have access to Club games (grade 1-4) or District/Regional level games (grade 5-8). In some cases, Provincial Leagues may have a S4L designation and S4L officials can be assigned to those leagues (i.e Ontario Academy Cup or Ontario Cup (Clubs)).

Talented: This pathway is for Match Official grades 6-10. A Match Official on this pathway will have access to District level games (grade 5-8), with the additional opportunity to officiate Regional and Provincial level games (grade 9-10). Only Match Officials on the Talent pathway have access to Senior Provincial high performance games (League1, OUA, OPDL).

HOW

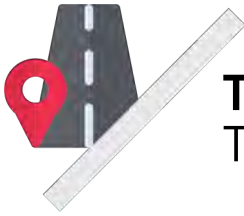
The Talented Pathway will require a higher level of education, fitness and commitment to improve. Many officials are happy with local and Regional games and will choose the S4L pathway

WHY

The two Pathways were created to assist Match Officials every step of the way throughout their careers. It will allow the Match Officials either to progress further up the grading system, or to excel within their current level.

ADDITIONAL RESOURCES & HELPFUL LINKS

[UNDERSTANDING GRADING PROTOCOL](#)
[LTOD CAMPS](#)
[CHR & GRADING](#)
[COACH REVIEW](#)
[ASSIGNING PROTOCOL](#)
[TALENT ID PROCESS](#)
[ALIGNING GAME FEES](#)

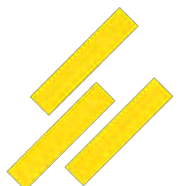
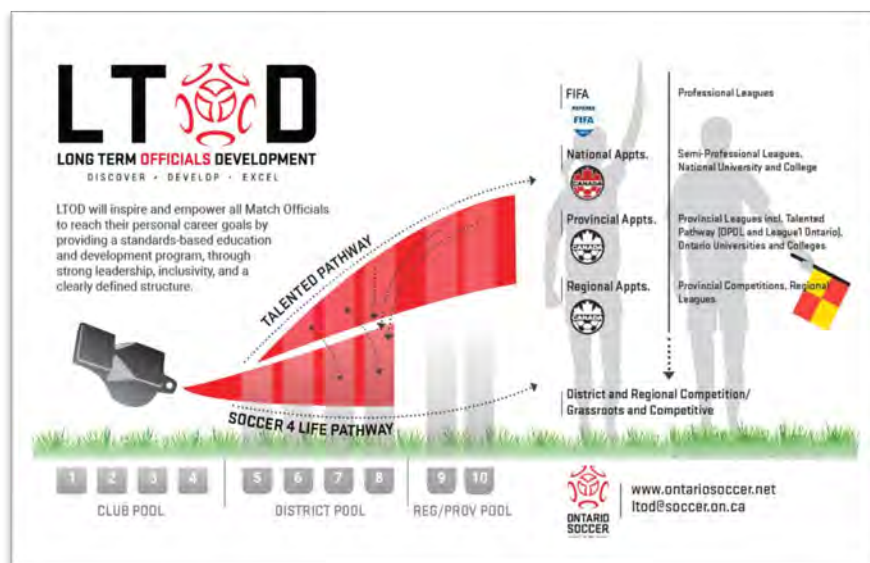
THE DEVELOPMENT PATHWAYS TALENTED VS SOCCER FOR LIFE PATHWAY

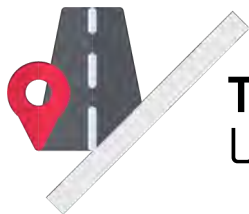
ABOUT

LTOD will bring consistency in training and development of Match Officials across the province. The new online Learning Management System (LMS) will provide ongoing education with modules being made available to Match Officials at the different grades.

DEVELOPMENT PATHWAY(S)

- Does the Match Official want to upgrade, or are they happy at the level they already have achieved?
 - If they are happy with their current level, and the level of competition they are officiating, the LTOD program will still provide support and assist them in developing to be the best they can be at their chosen level/grade.
- If the Match Official indicates they wish to upgrade, the CHR must inform the Match Official of the process, or direct them to the Ontario Soccer website LTOD page.
 - Requirements of the next grade:
 - Required education, fitness test (if required), and assessment (if required) and/or Match Officials coaching reports.
 - Clubs can also review mentor reports if deemed necessary.
- One of the first questions asked should be “Does the Match Official want to travel outside of their area (Club) to get more experience or do they just want to do the local games?”
 - If the Match Official chooses to travel outside of the Club competition, the CHR needs to assist the Match Official with contacts and provide understanding that the Club will always come first.
 - Connect with your DRC games.
 - Review the list of Regional and District Competitive Assignors to assist you with higher level of games.
 - Be proud of those that your Club has developed!





THE DEVELOPMENT PATHWAYS

UNDERSTANDING THE GRADING PROTOCOL

ABOUT

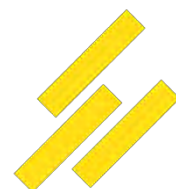
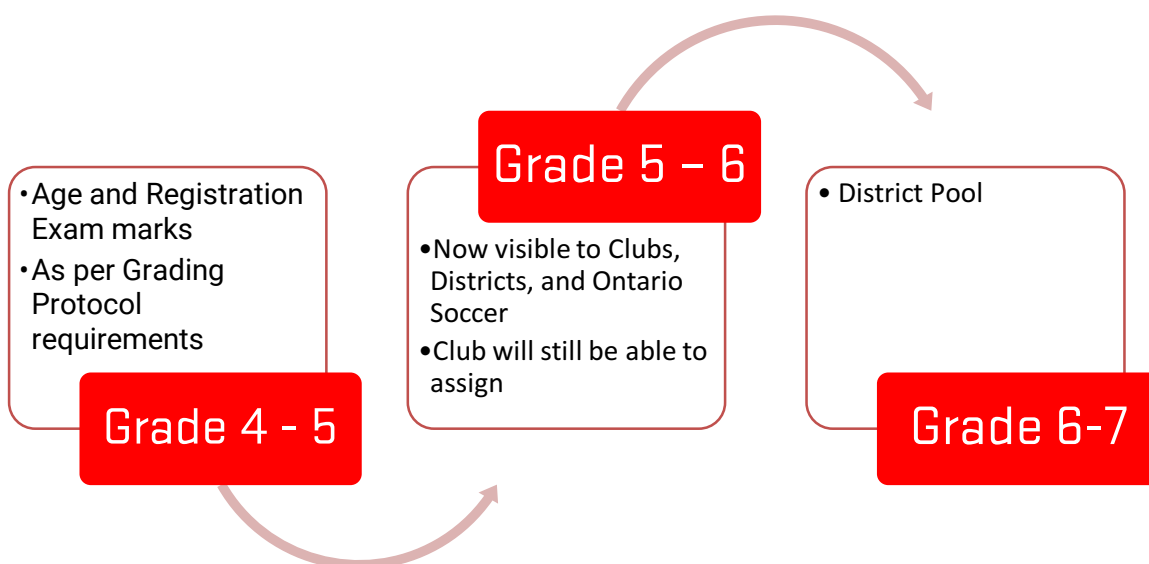
The Grading Protocol was established in 2013 to ensure transparent, consistent and measurable criteria for grading Match Officials in Ontario. Currently 70% of our Match Officials sit in the Club pool. After consultation with our stakeholders, it was determined that these officials were possibly not being provided with the optimum development opportunities; especially those officials with aspirations to advance. For many Club Officials, there may be a lack of knowledge or understanding of the Ontario Soccer Grading Protocol.

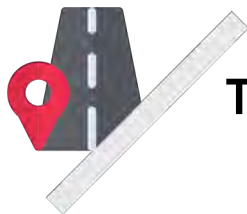
In 2018, a new “Auto Advance” was introduced. This will naturally create growth in the District Pool, while still maintaining numbers in the Club Pool. The auto advanced Grade 5 Match Official will still be connected to the Club and both Clubs and Districts will be able to see and assign Grade 5’s.

This projected growth is part of the LTOD plan and will provide assignors access to more officials for District competition, and eventually Regional and Provincial leagues, as the Match Official advances along the Development Pathways.

AUTO ADVANCE SYSTEM

- The Match Official **may decline the Auto Move prior to May 31st of each year**. This decline must be in writing to Ontario Soccer Department staff. There will be a form created specifically for this purpose, which will be hosted online.
- The District Referee Coordinator or Club Head Referee will also have the opportunity to request ‘Consideration to Decline’ as circumstances dictate





THE DEVELOPMENT PATHWAYS

SPECIAL CIRCUMSTANCES

This will be filed on an online form only <https://www.surveymonkey.com/r/AUTOGRADE18>.

Serious circumstances could include, but are not limited to:

- Returning from injury – physically unable
- Official discipline records
- Reported and tracked Code of Conduct breaches
- Tracked history of declines, no-shows, or late arrivals
- Insufficient activity to merit a promotion

The complete Grading Protocol is available here: <http://www.ontariosoccer.net/referee-forms>



Ontario Cup, Women's Finals - September 2018





THE DEVELOPMENT PATHWAYS BENEFITS OF UPGRADING A REFEREE IN YOUR CLUB

EMBRACE THE ADVANCEMENTS

- This will assist in expanding the Match Officials development opportunities and they will come back to the Club as a stronger, more experienced Match Official.
 - Create a pool of role models for use within your Club
- These officials could now be utilized in the role of Mentor. Younger Mentors relate well to younger Match Officials, and vice-versa.
- Opportunity to experience the next level of competition – a chance to trial the next level before committing to upgrading.
- Your whole Club Administration should be proud of the promotion of your Club Match Officials to the next level. Similar to when your players move to the next level:
 - Promote on your website
 - Wall of Fame– coaches, players and Match Officials. Announce appointments, Upgrading, successes and good news stories
 - Interview the refs that move up – why, when, how?
 - Club newsletter should contain a Match Officials section.

HIGHER LEVEL/MORE CHALLENGING APPOINTMENTS

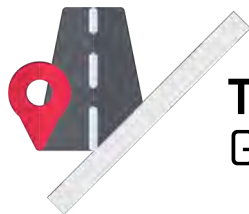
When the Match Official indicates that they would like to be considered for more challenging game appointments, and the mentor reports suggest they can handle such appointments:

- CHR must advise the assignor(s) that such appointments need to take place
- The Match Official must be mentored on their first two games at the next level up.
 - This could be an exhibition game, or a local tournament.
 - Consider placing a more experienced Match Official as an Assistant Referee on that game
- If you do not have access to a tournament, contact a neighbouring Club and request to take team officials to their tournaments/festivals, etc. to see them in action.

ADDITIONAL RESOURCES & HELPFUL LINKS

LTOD SUCCESS STORIES





THE DEVELOPMENT PATHWAYS GAME FEE AND ASSIGNING PROTOCOL

If Match Officials are enquiring as to why they are not receiving consistent appointments for Club games, the Club Head Referee must communicate with Club Assignors.

The number one reason why Match Officials leave the game is lack of assignments (Ontario Soccer surveys 2012-2015).

- If an assignor is not assigning an Official, they must provide a report as to why and quantify their decision.
- The Club Head Referee and Club assignor need to have a very good communication chain regarding assignments and any issues they are facing, this could be a pre-season meeting agenda item.
- Assignments need to be 'referee appropriate' and based on the Game Fee and Assigning Protocol found here - <http://www.ontariosoccer.net/referee-forms>
- The Club must put in place an audit process for Tracking assignments (in case required).
- The assignments must be kept fair and equitable - explaining the process to the Match Officials - use assigning survey results.

District Associations and Ontario Soccer have the right to review any game assignments at the Club level.

Leagues cannot 'choose their own assignor', the assignor must be approved by the Club, the District or Ontario Soccer (depending on level of league).

How does a Club handle the Assignor that is not following Club directives in regard to game assigning?

- All assignors must register with Ontario Soccer. This is mandatory.
- They are then bound by all Ontario Soccer Policies.
- The Game Fee and Assigning Protocol is an Operational Policy and must be followed. Failure to do so could result in action being taken by the Club, District or Ontario Soccer.



LTOD Camp, HamDSA - July 2018





THE DEVELOPMENT PATHWAYS LTOD CAMP DAYS

As two of the eight Key Development Areas of Long-Term Officials Development, **Education and Talent Identification** are integral components of a Match Officials Development Pathway.

LTOD Camps will allow Districts, Clubs and Ontario Soccer the opportunity to educate and scout Match Officials in a centralized location, being supported with a consistent program that will be identical no matter where in the Province it is being held.

It is also an opportunity for you to discover the aspiring, developing and eager Match Officials. This is an opportunity for them to show their skills and learn from selected instructors and leaders in the Province. This is a great opportunity for Districts to work with Clubs – creating a collaborative approach to educating and identifying the next wave of developing Match Officials.

Don't forget about your Provincial Development Officers (PDO's)!





THE DEVELOPMENT PATHWAYS TALENT ID & FAST TRACK PROCESS

ABOUT

This process is in place to identify potential talent and up-and-coming Match Officials through a structured and consistent identification program. This includes:

- Mentor Reports
- Scout reports
- Assessments
- DRC/CHR/DST Input form.

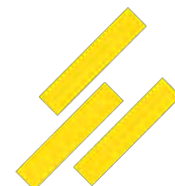
It should also include a request letter from the Match Official and a game log.

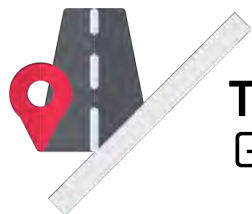
A name is submitted to Ontario Soccer with supporting documentation. The name and documents are compiled and forwarded to the MODC for approval.

ADDITIONAL RESOURCES & HELPFUL LINKS

[SUBMIT APPLICATION](#)
[SAMPLE GAME LOG](#)
[DRC/CHR/DST INPUT FORM](#)
[SAMPLE REQUEST LETTER](#)


Ontario Summer Games - August 2018





THE DEVELOPMENT PATHWAYS GAME FEE & ASSIGNING PROTOCOL

ABOUT

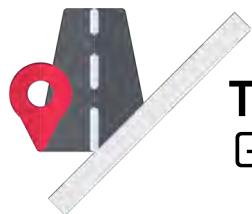
The Game Fee and Assigning protocol serves as a guideline to assigning Match Officials to various games in relation to age groups and competition levels.

REGIONAL & PROVINCIAL ASSIGNING

The chart below illustrates the Regional and Provincial assigning structure based on Match Official position, Match Official grade, competition level and age group of players.

		Referee		Asst. Referee		4th Officials
		Preferred	Minimum	Preferred	Minimum	Preferred
Senior Provincial Leagues	League 1 Ontario	10	9	8	7	9
	League 1 Ontario Reserves	10	9	8	7	9
	PDL/OUA/OCAA	10	9	7	7	8
	OSL Elite	9	8	8	7	7
	OSL/OWSL Provincial/U21	9	8	7	7	7
Youth Provincial Leagues	OPDL U17	9	8	8	7	7
	OPDL U15	8	7	7	6	6
	OPDL U14	7	6	6	5	6
	OPDL U13	6	4	5	4	6
Regional Leagues	Senior Open Age OWSL/OSL	8	7	7	6	
	U21	8	7	7	6	
	U16-U18	7	6	6	6	
	U14-U15	6	5	5	5	
	U13	6	4	5	4	
Soccer for Life Competitive	OSL/OWSL/MJDU21	8	6	7	6	
	Senior	8	6	7	6	
	U21	7	6	7	6	
	U16-U18	7	6	6	6	
	U14-U15	6	4	5	4	





THE DEVELOPMENT PATHWAYS GAME FEE & ASSIGNING PROTOCOL

RECREATIONAL ASSIGNING

The following chart illustrates a **recommended** assigning structure for recreational leagues as a Referee or Assistant Referee based on years of experience, Match Official Grade, age of Match Official and age group of players.

Grade	Age	Years of Experience						AR
		1	2	3	4	5	6+	
1	12-13	U9-U10 (SMALL SIDED)						
2	13	U9-U10 (SMALL SIDED)						SS AR ONLY
4	14	U11						U11-U14
4	15	U11	U11-U12					U11-U15
4-5	16	U11-U12	U11-U12	U11-U13				U11-U16
4-6	17	U11-U12	U11-U13	U11-U14	U11-U15			U11-U17
4-6	18	U11-U12	U11-U13	U11-U14	U11-U15	U11-U16		U11-U18
4-6	19	U11-U12	U11-U13	U11-U15	U11-U16	U11-U17	SENIOR REC	U11-U21+
4-6	20+	U11-U12	U11-U13	U11-U15	U11-U16	U11-U18	SENIOR REC	

MENTORS & MENTEES

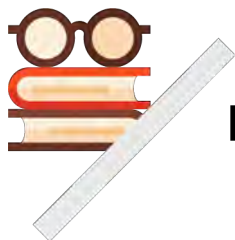
How to assign Mentors to Mentees? The general rule of thumb is to promote peer-to-peer mentorship across all age groups of players in relation to the age group the mentee is officiating. When considering the age of your Mentor, consider the Mentees age and their relatability. The charts below outline recommended age variances which promotes peer-to-peer mentorship.

Age of Mentor	13-17	14-18	15-19	16-20	17-21	18-22	19-23	20-24	21+
Age of Mentee	12	13	14	15	16	17	18	19	20+

This chart illustrates the Level of Mentor in relation to the age group of the players. Both of these charts should be used in conjunction with one another depending on the Match Officials grade and experience level.

Playing Age Groups	Mentor Levels			
	Level 1	Level 2	Level 3	Level 4
U6-U8				
U9-U10				
U11-U12				
U13+				





EDUCATION

ABOUT

This section will focus on education clinics and their importance. Accreditation clinics include Small Sided, Entry Level, Futsal, Assessor, Mentor, Small Sided AR, Instructor, and LTOD Camps

HOW

Visit Ontario Soccer's [Clinic host page](#) and follow the steps to begin hosting your own Match Officials' Small Sided, Small Sided AR, Mentor, LTOD Camp or Entry Level Clinics.

Review following page for ideas on Club Education

WHY

Education is key to the development and growth of Match Officials. Match Officials want education that is appropriate and engaging.

ADDITIONAL RESOURCES & HELPFUL LINKS

MATCH OFFICIAL RESOURCES

HOSTING CLUB EDUCATION SESSIONS

FITNESS TRAINING

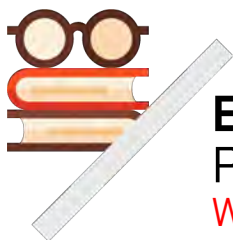
PRE-SEASON ORIENTATION MEETINGS

SEASON ENDING MEETINGS

EXTERNAL CHARTS

ACCREDITATION AT-A-GLANCE





EDUCATION

PRE-SEASON ORIENTATION MEETINGS

WHAT TO INCLUDE IN YOUR PRE-SEASON MEETING:

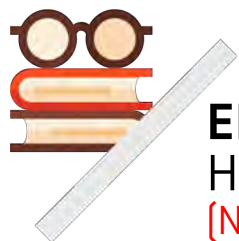
The ideas below are from Club Meeting Minutes, or directly from post meeting surveys.

- How to contact assignors - meet the Assignors and Mentors
- Level of game/# of games/accepting and declining games
- All Match Officials are 'Free Agents' and having completed the SSG or Entry Level programs are free to offer their services to any sanctioned Club, District or League in the Province without fear of reprisal
- Payment system at the Club/Game Fees
- Responsibilities to their Club and other Clubs
- Pyramid of Assigning
- Ethics and Expectations – Code of Conduct for Match Officials have all sign at the meeting
- Game Reports/Game Sheets
- Report Writing – Guidelines and assistance - Discipline Process outline – delivered by CHR
- Contact hierarchy for the Club - Technical Director or the Board President to be introduced – we need to involve them more, invite them, make them feel like part of the MOD community
- Uniform – Provide a list of suppliers of uniform/equipment for new Match Officials
- Game arrival times
- Mentoring program at the Club
- Assessment program at the club
- If a Match Official requires/requests Individual assistance - who to contact?
- Schedules/game days during the week
- No-show and constant assignment decline consequences
- Clubs could host 2 information sessions – one for Small Sided Officials, and one for Entry Level
- Upgrading to the District Pool
- Club Rules
- Playing matrix rules



Ontario Summer Games - August 2018





EDUCATION HOSTING EDUCATION SESSIONS (NON-ACCREDITATION)

WHAT ARE REQUIREMENTS OF HOSTING AN EDUCATION SESSION?

If delivering Law education, it must be delivered by an accredited Instructor. If there is not one in the Club, the Club can approach the District, a Provincial Development Officer, or Ontario Soccer to provide one.

Note: Ontario Soccer is introducing a Club Instructor Accreditation program in 2020.

WHO PAYS FOR THE EDUCATION SESSION?

Typically, the costs are incurred by the host Club. Neighbouring small clubs are encouraged to hold joint sessions to share resources.

HOW MUCH A CLUB SHOULD BE PAYING FOR AN EDUCATION SESSION?

Position	Wage	Duration	Additional
Club Instructor	Determined by Club PSO Recommendation \$25.00	Per Hour	n/a
District/Regional/Provincial	\$35.00	Per Hour	\$0.45 per km
National or FIFA	\$45.00	Per Hour	\$0.45 per km
Non-Law Sessions	\$50.00	Per Session (2-4 hrs max.)	n/a

- Non-Law sessions can consist of topics such as Positioning, Conflict Management, etc.

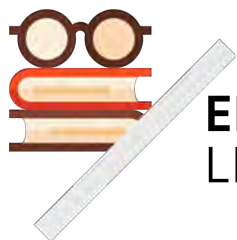
At the end of each education session that is led by an accredited instructor, it is mandatory that the host Club/Association fill out an evaluation. This will help us to ensure that the process was positive, and to allow for feedback on the instructor.

Note: Ontario Soccer is introducing an online Evaluation tool in 2020.

HOW DO WE ENGAGE OUR YOUTH IN EDUCATION SESSIONS?

- Create a "Club Youth Leader" (use high school volunteer hour requirements)
- Have youth Match Officials meet with U11 and down house league coaches – put a face to the Match Official
- Consider using mentors to assign instructing these sessions. The use of young mentors and/or Match Officials creates a team atmosphere and allows new Match Officials to meet and connect with peers
- Use technology! (Video, Smart Phones, etc.)





EDUCATION LEARNING MANAGEMENT SYSTEM (LMS)

ABOUT

The online Learning Management System(LMS), will provide all Match Officials with access to constant and appropriate learning - online, in-class and on the field.

HOW

A task force of selected experienced and knowledgeable Instructors, are developing over fifty modules based on the 17 Laws of the Game. All of these modules will be hosted by Academy Soccer Coach, the official education platform of Ontario Soccer.

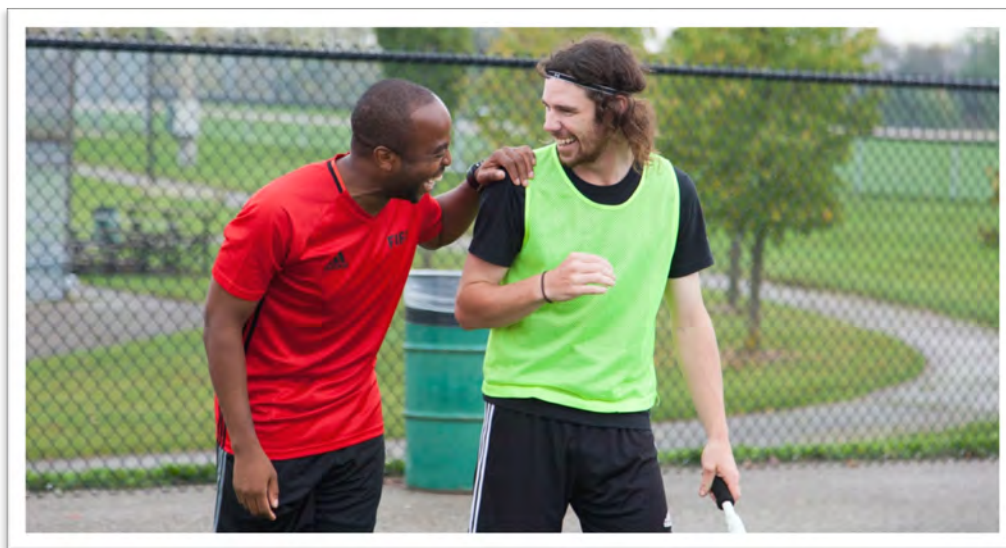
Match Officials will be able to access the modules that correspond with their grades. Every grade will have a minimum number of modules that a registered Match Official will be required to complete, either to maintain their existing grade or obtain a new grade.

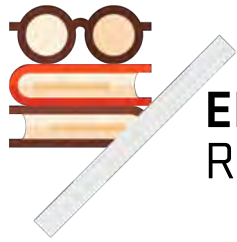
WHY

Given the size of our Province, it is almost impossible to reach all Match Officials with proper in person education. With the introduction of the LMS we will be able to provide opportunity for all Match Officials to access and complete the majority of the modules from the comfort of their home, on their own time frame.

Consistency is key to success, and as such all Match Officials across the Province will receive identical information by grade.

This does not remove the need, and requirement for face-to-face training and education. Specific Modules are also designed to be delivered in the classroom at the Club or District level by Accredited Instructors.





EDUCATION REPORT WRITING

ABOUT

Every Match Official is empowered by [Law 5](#) to take action against players guilty of reportable offences. Match Officials are required to provide the appropriate authorities with accurate reports based on any action that can be classified as a misconduct before, during, or after a match. Many times we hear that Discipline Panels are frustrated with the level of the quality of reports provided by Match Officials. Report writing is an important component of a Match Officials role in the game.

WHAT HAPPENS WITH THE REPORT?

When written correctly, a discipline committee will use a Match Officials report as a point of reference throughout a Discipline by Review (DBR) or Discipline by Hearing (DBH) process. This means leagues, tournaments and committees count on Match Officials to uphold the standard and quality of every match.

REPORT WRITING CHECKLIST

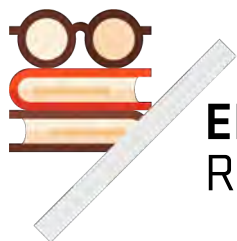
- Game sheet and notepad
- The correct report form
- Current LOTG
- League Rules
- Ontario Soccer's Discipline document (Section.12)

TYPES OF REPORTS

- [Caution Summary](#)
- [Dismissal Report](#)
- [Special Incident Report \(SIR\)](#)
- [Referee Assault](#)
- [Assault Pre-Report Form](#)
- [Example Report](#)

The image displays three overlapping Ontario Soccer report forms. The top-left form is the 'Caution Summary Report', which includes fields for Date, Home Team, Away Team, Game Number, League/Competition, Division, Age Group, Kickoff Time, Field, and City/Town. It also has a 'Caution Codes' section with a list of 6 codes and a 'Caution Summary' table with columns for Team Name, Jersey #, Player Name, CS #, and Card(s). The bottom-left form is the 'Dismissal Report', which includes similar header fields and a 'Dismissal Codes' section with a list of 7 codes. The rightmost form is the 'Special Incident Report', which includes a header with the Ontario Soccer logo and a section for 'Incident Details' with checkboxes for 'Before the match', 'During the first half', 'During the half time interval', and 'After the game'. It also has a section for 'Player Details' with columns for Name, Position, and CS #.





EDUCATION REPORT WRITING

ABOUT

Helping your Clubs Match Officials write effective reports will be crucial to the success of your Club Program. Ontario Soccer will be providing an online module on Report Writing.

GOOD REPORT WRITING

INCLUDES:

- Uses game accurate titles, team names, player names, coach names/positions;
- Keep roster, game sheet, and notes to assist with report;
- Accurately conveys the incident for the reader;
- Has enough detail necessary for explanation on what was witnessed;
- Specific use of words or actions by players, and Team Officials;
- States only facts, i.e. what a Match Official has seen or heard;
- Uses vocabulary aligned with Ontario Soccer discipline publications;
- Proof-read by an experienced report writer prior to submission;
- Uses diagrams, when necessary;
- Submitted within 48 hours.

REMEMBER:

- **Who** – Which players were involved, who is the aggressor and who is the victim
- **When** – At what time in the game did the incident occur
- **Where** – Where on the field did the incident occur? (on field of play/outside the field of play)
- **What** – What happened? be detailed and do not leave anything out.
- **Why** – Explain why the incident occurred.
- What happened first, second, and thirdly?
- Did you abandon the game?
- Be accurate, brief, and clear
- Only tell the facts!

WHERE TO FIND REPORTS

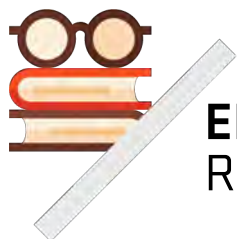
Club Website

District Website

Can be printed

[Ontario Soccer's Website](#)





EDUCATION REPORT WRITING

DISCIPLINE

What a Match Official can be Disciplined for:

Review Ontario Soccer's discipline publication under section [4.15 for Match Official misconduct](#)

- No show (typically in relation to Match Official Assault)
- Failure to send game sheets – typically a warning, followed by a fine and or possible discipline
- Failure to submit caution/dismissal form - typically a warning, followed by a fine and/or possible discipline. All forms must be submitted within 48 hours

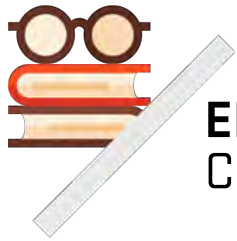
Discipline Support

- Club Head Referee
- District Referee Coordinator
- Provincial Development Officer
- Other Match Officials

We recommend that the Match Official reports any individual that makes them feel uncomfortable. These kinds of reports are actually more helpful, because they can alert Club leadership to a pattern of behaviour much earlier than ejection reports.

At Club level, have your TD or President immediately touch base with offender-- often correcting the behaviour, before it escalates.





EDUCATION COACH & PARENT EDUCATION MEETINGS

Typically, a parent or coach is not educated in the Laws of the Game, the Match Officials program, or in the Development Pathways of Match Officials. Ontario Soccer will provide a learning module to Clubs by the end of 2020.

In the interim, we recommend a pre-season meeting consisting of:

- Laws of the Game instruction – Strongly recommended - Recreational and competitive
- Match Official expectations;
- Coaches responsibility for parent conduct;
- Communication;
- Discipline process review;
- Ontario Soccer Conduct review policy;
- Parents are not to approach/speak to Match Officials;
- Mentor to introduce self, they can be the contact point during a game; if issues arise;
- Parent education must be delivered at the Club level, locally and not 'dictated'.

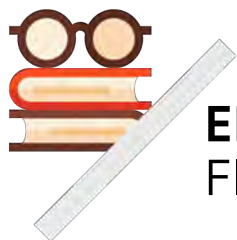
FUTURE PLANS (2021)

- Online 'respect our development' module
- U13 competitive players, parents and coaches must take online module on Law and Development of Officials (Ontario Soccer Board of Directors approval required)



Ontario Summer Games - August 2018





EDUCATION FITNESS TRAINING PROGRAM TEMPLATE

ABOUT

Being fit is a requirement in the modern game. The objective of this training program is to offer Match Officials a structured approach to increase their fitness. This program will help with preparation for both the District fitness test and the FIFA Hi-Intensity Test, as well as match fitness for the upcoming season.

HOW

This program will not remedy lack of training. Match Officials should train at least four days per week. This would include a warm-up, workout and a cool down component.

Workouts will include muscular strength, muscular endurance, and cardiovascular endurance along with flexibility. Recovery/Rest days are just as important as Endurance, High Intensity and Strength days

WHY

The modern game requires us to be physically fit. This includes the ability to work while having an elevated heart rate, the ability to sprint, jog and side step, when needed and “looking the part” as a Match Official.

NEW

District Fitness training for those in Grade 5 and Grade 6 to help them start a fitness regime.

ADDITIONAL RESOURCES & HELPFUL LINKS

ORILLIA – FITNESS CHALLENGE

MARK ROBERTS FITNESS STORY

PHSA FITNESS TRAINING PROGRAM

HOUSE LEAGUE FITNESS STANDARDS

LTOD FITNESS WEBPAGE

DISTRICT FITNESS TRAINING





MENTORING

ABOUT

Mentorship is a program based on providing opportunities for Match Officials to receive both positive and constructively tailored feedback. This also allows us to establish a foundation of education to assist in their personal and professional development that are noted on Mentor Reports.

HOW

The foundation and steps within the Ontario Soccer Mentor Program encourages and reinforces peer-to-peer mentorship. The guiding principles and steps within the Mentor program are outlined by the following components:

- Mentor Application
- Accreditation Clinic
- Mentor Levels
- The Mentoring Process
- Mentor Reports
- The Reporting Process

The steps within each component promotes standards and consistency to enhance the quality of mentorship across the province.

WHY

Approximately 40% of Match Officials do not return on an annual basis. One of the top three reasons referees did not return or considered not returning were due to lack of access to games, **lack of support or mentorship** and abuse and dissent. The outline of the program is specifically tailored to mentor Match Officials within the first three years of their officiating career.

The goals of the Mentor Program are to:

- Encourage and support Match Officials
- Promote peer-to-peer mentorship
- Provide education
- Promote enjoyment
- Improve retention rates
- Promote Scouting and Upgrading opportunities
- Identify education requirements and build education modules/programs

ADDITIONAL RESOURCES & HELPFUL LINKS

[PILOT STATISTICS](#)

[BECOME A MENTOR](#)





MENTORING MENTORING PROGRAM

THE MENTOR PROGRAM

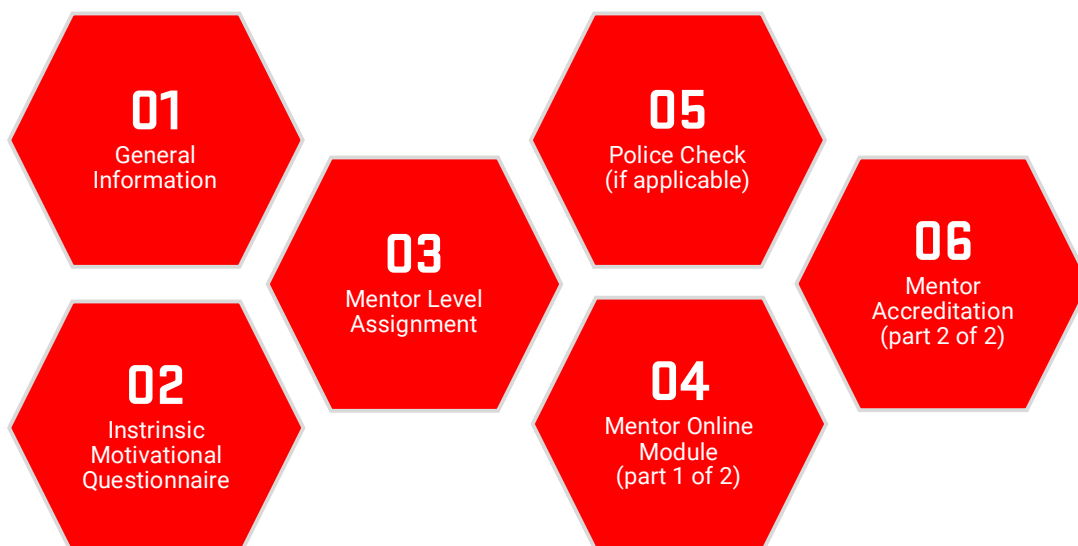
The mentor program is regulated by six guiding principles. The steps within each component promotes standards and consistency to enhance the quality of mentorship across the province.

- Mentor Application
- Accreditation Clinic
- Mentor Levels
- The Mentoring Process
- Mentor Reports
- The Reporting Process

THE APPLICATION PROCESS

The application process implements the importance of ensuring the appropriate individual is brought into the program. The initial phase of the application component introduces an Intrinsic Motivational Questionnaire. This questionnaire highlights the reason and motivations for their involvement within the program. A Mentor's responsibility, is to help the mentee reach their potential by guiding and encouraging them to develop their skills – the questionnaire is the first step in identifying those, who are in it for the right reasons.

Applicants over the age of 18, mentoring at any level, will also be required to provide a Police Check. Once an applicant successfully passes each phase of the application process, they will be able to complete the first of two parts in the Mentor Accreditation clinic through an online module. The second component will be a three hour in-class session.





MENTORING MENTORING PROGRAM

MENTOR TASK FORCE

Richard Bowden	Mentor Task Force Advisor	rbowden@oakvillesoccer.ca
Mark Doubrough	Team Member	mark.doubrough@rogers.com
David Barrie	Team Member	

MENTOR LEVELS

There are 4 Levels of Mentorship based on the player age groups. Each level denotes a recommended age requirement providing the opportunity for peer-to-peer mentorship. The mentor levels are as follows:

Requirements	Mentor Level 1	Mentor Level 2	Mentor Level 3	Mentor Level 4
Mentor Age Groups	U6-U8	U9-U10	U11-U12	U13+ (1-2 year Match Officials)
Accreditation	<ul style="list-style-type: none"> Small Sided and/or Entry Level Accreditation required Game Leader Certification required 	<ul style="list-style-type: none"> Small Sided and/or Entry Level Accreditation required 	<ul style="list-style-type: none"> Entry Level Accreditation required Small Sided experience an asset 	<ul style="list-style-type: none"> Entry Level Accreditation required (min. Grade 4)
Minimum Experience	1 year officiating experience	1 year officiating experience	1 year officiating experience	2+ years officiating experience
Min. Years of Age	13 years of age by March 31 st of current year	14 years of age by March 31 st of current year	15 years of age by March 31 st of current year	18 years of age by March 31 st of current year
Additional	<ul style="list-style-type: none"> Online Application Form 	<ul style="list-style-type: none"> Online Application Form 	<ul style="list-style-type: none"> Online Application Form 	<ul style="list-style-type: none"> Online Application Form Police Check



Female Mentor Training – July 2018





MENTORING MENTORING PROGRAM

THE REPORTING PROCESS

The reporting process was designed to organize and streamline all reports into one central location throughout the entire province. The system is designed with four tiers of administrative access:

1. Provincial Access – oversees all incoming reports across Ontario
2. District Access – oversees only reports submitted from Clubs within a District
3. Club Access – oversees only reports submitted within a Club
4. Mentor Access – accesses previously mentored Match Officials

This structure enables all parties with their respective access points to benefit from the following:

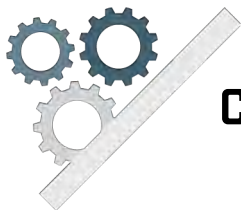
- Follow up on all Match Officials who are being Mentored in the Club;
- Feedback can be sent to Mentors on a regular basis;
- Create education sessions tailored to specific development areas for Match Officials in your Club Pool;
- Visual representations of strengths and development areas;
- Structured reporting capabilities for internal Club audits - to provide to TD or Club Executives;
- Identifies talent for advancement.

Once these reports are submitted, they will be stored under the Match Officials profile for future reference.

SPECIAL THANKS

Special thanks to the Oakville Soccer Club and their Technical Staff for their collaborative efforts and sharing their Best Practices in generating the Mentor Program.





CONDUCT REVIEW PROCESS

REPORTS

ANY REPORTS SUBMITTED THAT ARE BASED ON DISPUTING TECHNICAL CALLS WILL BE DISCARDED.

Please note: While personal contact information is required to complete this report, it will be kept confidential and will not be shared and the report will not be handled by the Match Officials' Department.

PURPOSE

Ontario Soccer accomplishes its goals through the contribution of dedicated representatives, who help others achieve success by participating at the Club, Academy, District or Provincial level. We believe that for the most part these representatives focus on the ideals of our programs, but from time to time, may be seen by their audience as disingenuous, or whose behaviour could be interpreted as less than desirable.

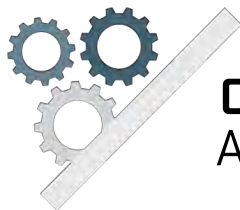
It is important that Ontario Soccer Match Officials Development Program is made aware of these incidents and we encourage members to share this information by completing the [Online Conduct Review Form](#).

The Conduct Review Process was developed to improve Ontario Soccer's ability to respond to stakeholder concerns regarding the conduct of Match Official community members (including Instructors, Assessors, Evaluators, assignors, staff and Mentors etc.) while performing their Ontario Soccer duties.

Ontario Soccer can provide the Conduct Review template to each Club/District. This can then be rebranded with Club/District logo. The Club/District will need to create a Survey Monkey account www.surveymonkey.com

- We request that the question format is kept the same as this makes it easier to combine all reports at the end of the year.
- Ontario Soccer will have full access to this Survey Monkey account and will review reports annually.





ONTARIO SOCCER ADDITIONAL RESOURCES & LINKS

ADMINISTRATION

If you are a Club Administrator or Board member, Ontario Soccer offers numerous learning opportunities through our Club Development Program and recognizes those organizations that have adopted best practices through the Canada Soccer Club Licensing Program.

CLUBS & DISTRICTS

RISK MANAGEMENT

Ontario Soccer offers several resources to assist members with risk management including information on Insurance and the Respect in Sport program.

RISK MANAGEMENT

DISCIPLINE & APPEALS

Ontario Soccer maintains documents to facilitate and support the various elements of Discipline, Appeals and Dispute Resolution. All policies and procedures pertaining to matters in the areas of Discipline, Appeals and Dispute Resolution which fall under the jurisdiction of Ontario Soccer can be found in this section.

DISCIPLINE & APPEALS

INSURANCE

HKMB HUB is pleased to provide Ontario Soccer and its members/registrants with information about the insurance program we have designed for you. Please click on the link below for detailed information on the referenced topic.

INSURANCE

GOVERNING DOCUMENTS

The Ontario Soccer Governing Documents pertain to the "administration of the game" in Ontario. Ontario Soccer and all organizations affiliated with it including, but not limited to, District Associations, Leagues, Clubs, Associate Members, Ontario Recognized Academies (ORA) and all Ontario Soccer Registrants are governed by, and subject to, where applicable, the following Ontario Soccer Governing Documents at the link below:

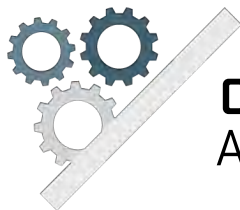
GOVERNING DOCUMENTS

ADDITIONAL FORMS

A central repository for forms you may require while performing your role can be found here:

FORMS





ONTARIO SOCCER ADDITIONAL RESOURCES & LINKS

CONCUSSION DOCUMENT

A concussion is a brain injury that can affect how your brain works. Concussions may happen because of a hit to the head, face, neck or somewhere else on the body. When a hit takes place, the brain moves back and forth inside the skull. If it moves hard enough, the brain can become injured. This can make your brain and body work and feel different. For more information, click the link below:

[CONCUSSION DOCUMENT](#)

ONTARIO SOCCER WEBSITE - MATCH OFFICIALS

For all Match Officials Development programming information, including courses, assignments, grading and LTOD, please go here:

[MATCH OFFICIALS](#)

CLUB BEST PRACTICES


Have suggestions or comments? Would you like to share your Clubs Best practices for the Match Officials Program? We'd love to hear them. Use the link provided below to input your submission:

[CLUB BEST PRACTICES SUGGESTIONS](#)



ONTARIO SOCCER

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