



2014 Minnesota State Referee Committee

Referee Training Clinic Guidelines and Policies

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Part 1: Introduction

Welcome back to the 2014 Minnesota State Referee Training Program guide! This is my third go-round for a clinic season as SDI, and we have some significant changes coming as we continue to try to make it easier on all of you to train and hang on to referees.

On the entry level side, there is a fairly dramatic change in that we are streamlining to a single “Entry Level” clinic. No more Grade 9/Grade 8. Now, that does not mean Grade 9 and Grade 8 are going away. Rather, all new referees (and returning Grade 9s) will watch the same online material, then follow that with a single entry level class. The difference is that new Grade 9 officials only need to attend the first 2 ½ hours of the class, then they will test and leave with their blue badge. The Grade 8 candidates must stay for the full 8 hours. This means you can schedule one class to hopefully meet all of your needs.

This comes with a caveat: effective this year, anybody who turns 14 years old by June 1, 2014 MUST go Grade 8. We’ll go into the reasons later, but anybody 14 or older will be required to train as Grade 8. Grade 9s eligible to return as Grade 9 will NOT need to attend a class, but WILL need to complete ALL of the Entry online modules to recertify as a 9.

On the recertification side, there are no major changes to how referees train this year. However we hope all of you will embrace the curriculum aimed at our re-certifying referees, namely, a **STRONG** emphasis on Ask-Tell-Dismiss. Again, we’ll cover that a bit in that section of this guide.

To help you identify new or changed components of the program, I have once again put a vertical line in the margin next to those features (as with this paragraph). This will allow those of you who read this document in detail last year to skip past parts that are repetitive.

I look forward to working with you once again!

Doug Marshak
Minnesota State Director of Instruction

Part 2: 2014 Certification Requirements

In 2014 we will be utilizing all of the same modalities we have used for the past few years, but we have modified the means to accomplish those requirements for the recertification levels. We're also excited to provide a new online version of the Entry Level classroom as well introducing the GoToMeeting portal.

Once again, the SRC website will provide the payment portal, as well as online testing and online learning.

New referee candidates and returning Grade 9 referees will now share the same pre-class work, regardless of whether they are training for Grade 8 or Grade 9. Users will pay their fee, complete their online work, and then select and attend a classroom session. With the streamlining of the class, there is no longer a need to select a track.

The parent module will feature in the first 30 minutes of the Entry Level class. To provide further support to parents, we will house an unlocked version of this online on the website, and we strongly encourage you to refer parents to that module for information.

As with last year, the number of seats remaining in classes will be updated in real-time to ensure families can make sound financial decisions on registration, even if they wait to the last minute.

We will have 3500 total spots available for the clinic season as of March 15. Once we hit March 15, the number of available spots will switch to be dependent on the spots available in clinics. Please note, in each of the past three years we have trained approximately 600 Grade 9 referees and approximately 1100 Grade 8 referees state-wide, so the overall limits we are placing entering the clinic season will be much higher than anything we have come close to achieving in the past four clinic seasons. We are hoping with the new age requirements to hit targets of around 1500 new Grade 8 referees and 300 new/returning Grade 9 officials.

As with last year, returning Grade 8 officials have the option of completing 100% of their recertification requirements online. They have a continuing education (CE) requirement of five hours, and they may use any combination of online and classroom hours to meet this requirement.

There will be a requirement of at least 2.5 hours online for all returning officials (regardless of grade) covering state points of emphasis (POE) for 2014. The MNSRC test has been eliminated, with the testing now incorporated into the required presentations.

We once again expect most will choose to complete the entirety of the CE online. The SRC will be scheduling eight three-hour recertification classes and two five-hour recertification classes. A majority will be held in the Twin Cities plus one in Rochester and possibly one in Duluth (demand dependent), and they will cover intermediate to advanced topics. The SRC will assume all facility costs associated with these recertification clinics. The SRC will also host 4-6 midweek Advanced Mentoring sessions in St. Paul, and these will count towards CE hours (two hours each).

All Grade 7, 6, and 5 referees, plus Emeritus officials, once again must attend 3 hours of classroom to fulfill their 2013 requirements. Grade 8 referees are welcome to attend any number of recerts or Advanced Mentoring sessions, and these may be used towards their CE requirements. Grade 8 officials are also welcome to attend extra sessions to better themselves.

Once they complete their requirements, the SRC will mail the 2014 badges and law books to returning officials. Badges and books will not be passed out at any recertification clinics or Advanced Mentoring sessions in 2014. The updated Laws of the Game book is available for download in PDF format on the MNSRC website. Law books and badges will be distributed in entry level clinics.

As in 2013, any Grade 8 official who attends a classroom session will receive a special designation on the state approved list in 2014, "8+," which will be an indicator to assignors that this referee made extra effort beyond the bare minimum in 2014 to improve themselves.

Training Requirements for New Referees

- 1) Pay the \$60 registration fee online
- 2) Complete seven hours of online course work
- 3) Select a classroom session to attend
 - a. Grade 9- attend only the first 2 ½ hours of Entry classroom (only available to referees who are under 14 years of age as of June 1, 2014)
 - b. Grade 8- full 8 hours of Entry classroom (available to any age)
- 4) Complete the MYSAs background check (if working MYSAs games and > 18 years of age before August 1, 2014)

Training Requirements for Returning Grade 9 Referees

- 1) Pay the \$60 registration fee online
- 2) Complete seven hours of online course work
- 3) RETURNING GRADE 9 STILL AGE-ELIGIBLE TO REMAIN GRADE 9 LESS THAN 14 YEARS OLD ON June 1, 2104) MAY REMAIN GRADE 9 WITHOUT HAVING TO ATTEND A CLASSROOM... will have to contact the SDI directly to have their account set to complete
- 4) If upgrading to Grade 8, select and attend full 8 hours of Entry classroom

Training Requirements for Returning Grade 8 Referees (non-upgrading)

- 1) Pay the \$60 registration fee online.
- 2) Pass the Online Recertification test (50 questions)
 - a. Passing score is 80%
 - b. Score of less than 100% mandates a video review of all missed questions
 - c. Unlimited attempts; no delay between attempts
 - d. Open book
 - e. 90 minute deadline from initiation of test
 - f. Incorrect responses and correct answers are shown after every completion
- 3) Complete 2.5 required credit hours of online training
- 4) Complete 2.5 additional hours of CE training; this can be online or classroom hours
- 5) Complete the MYSAs background check (if working MYSAs games and > 18 years of age before August 1, 2014)

Training Requirements for Upgrade to Grade 7

- 1) Pay the \$60 registration fee online.
- 2) Request upgrade from the SRA by March 15.
- 3) Once SRA tags for upgrade, pay the \$50 upgrade fee.
- 4) Pass the Grade 7 Online Recertification Test
 - a. Passing score is 80%
 - b. Score of less than 100% mandates a video review of all missed questions
 - c. Unlimited attempts; no delay between attempts
 - d. Open book
 - e. 90 minute deadline from initiation of test
 - f. Incorrect responses and correct answers are shown after every completion
- 5) Complete 3.5 hours of online topics
- 6) Complete additional 6.5 hours of training, at least 5 of which must be in classroom. The remaining 1.5 hours can be classroom or online.
- 7) Complete the MYSA background check (if working MYSA games and > 18 years of age before August 1, 2014)
- 8) Pass the physical test.
- 9) Pass a referee assessment.

Training Requirements for Returning Grade 7 Referees (non-upgrading)

- 1) Pay the \$65 registration fee online.
- 2) Pass the Grade 7 Online Recertification Test
 - a. Passing score is 80%
 - b. Score of less than 100% mandates a video review of all missed questions
 - c. Unlimited attempts; no delay between attempts
 - d. Open book
 - e. 90 minute deadline from initiation of test
 - f. Incorrect responses and correct answers are shown after every completion
- 3) Watch the 2.5 hours of required online material
- 4) Attend 3 hours of classroom sessions
- 5) Complete the MYSA background check (if working MYSA games and > 18 years of age before August 1, 2014)
- 6) Pass the physical test.

Training Requirements for Upgrade to Grade 6

- 1) Pay the \$65 registration fee online.
- 2) Request upgrade from the SRA by March 15.
- 3) Once SRA tags for upgrade, pay the \$100 upgrade fee.
- 4) Pass the State Online State Recertification test
 - a. Passing score is 80%
 - b. Unlimited attempts; no delay between attempts
 - c. Open book
 - d. 90 minute deadline from initiation of test
 - e. Incorrect responses and correct answers are shown after every completion
- 5) Complete 3.5 hours of online topics
- 6) Complete additional 15.5 hours of training, at least 9 of which must be in classroom. The remaining 6.5 hours can be classroom or online.
- 7) Complete the MYSA background check (if working MYSA games and > 18 years of age before August 1, 2014)
- 8) Pass the physical test.
- 9) Pass two referee assessments and one assistant referee assessment.

Training Requirements for Returning Grade 6 Referees (non-upgrading)

- 1) Pay the \$95 registration fee online.
- 2) Pass the State Online Recertification test
 - a. Passing score is 80%
 - b. Unlimited attempts; no delay between attempts
 - c. Open book
 - d. 90 minute deadline from initiation of test
 - e. Incorrect responses and correct answers are shown after every completion
- 3) Watch the 2.5 hours of required online material
- 4) Attend 3 hours of classroom sessions
- 5) Complete the MYSA background check (if working MYSA games and > 18 years of age before August 1, 2014)
- 6) Pass the physical test.
- 7) Pass one referee assessment.

Training Requirements for Upgrade to Grade 5

- 1) Pay the \$95 registration fee online.
- 2) Request upgrade from the SRA by March 15.
- 3) Once SRA tags for upgrade, pay the \$100 upgrade fee.
- 4) Pass the State Online Recertification test
 - a. Passing score is 80%
 - b. Unlimited attempts; no delay between attempts
 - c. Open book
 - d. 90 minute deadline from initiation of test
 - e. Incorrect responses and correct answers are shown after every completion
- 5) Complete up to 3.5 hours of online
- 6) Complete additional 6.5 hours of training, at least 5 of which must be in classroom. The remaining 1.5 hours can be classroom or online.
- 7) Complete the MYSA background check (if working MYSA games and > 18 years of age before August 1, 2014)
- 8) Pass the physical test.
- 9) Pass two referee assessments, one of which must be on a D-1 adult match.

Training Requirements for Returning Grade 5 Referees (non-upgrading)

- 1) Pay the \$95 registration fee online.
- 2) Pass the Online State Recertification test
 - a. Passing score is 80%
 - b. Unlimited attempts; no delay between attempts
 - c. Open book
 - d. 90 minute deadline from initiation of test
 - e. Incorrect responses and correct answers are shown after every completion
- 3) Watch the 2.5 hours of required online material
- 4) Pass the MNSRC POE test
- 5) Attend 3 hours of classroom sessions
- 6) Complete the MYSA background check (if working MYSA games and > 18 years of age before August 1, 2014)
- 7) Pass the physical test.

Training Requirements for Returning State/National Emeritus Referees

- 1) Pay the \$95 registration fee online.
- 2) Pass the State Online Recertification test
 - a. Passing score is 80%
 - b. Unlimited attempts; no delay between attempts
 - c. Open book
 - d. 90 minute deadline from initiation of test
 - e. Incorrect responses and correct answers are shown after every completion
- 3) Watch the 2.5 hours of required online material
- 4) Attend 3 hours of classroom sessions
- 5) Complete the MYSA background check (if working MYSA games and > 18 years of age before August 1, 2014)

Part 3: 2014 Online Registration

Registration will once again take place through the MNSRC website, www.minnesotasrc.com. Payment through the site is only accepted by credit card. The SRA will accept money orders, but they need to be mailed to the SRA, and therefore turnaround time is delayed. The money order option is not advertised on the site because we discourage its use, but as a club coordinator, we are making you aware of the option. Referees who need to use this option should contact the SRA directly.

As I do every year, I will explain the occasional and rare issues the site has with credit card processing and rejection...

Most websites that accept payment look to match a credit card number, name, card type, expiration date, and CVV number. In addition to these parameters, the MNSRC site insists on an address and zip code match as well. If these do not match, the card will be declined. The address entered should be the exact same as what is printed on the card owner's credit card statement.

Sadly, many credit card banks make mistakes when they enter a holder's address. Every year, 10-20 people contact the SRC complaining that the website would not accept their card. **In every case, the problem was a mistake on the card holder's address with the bank.** The MNSRC website works fine; the problem will be with the bank, or the information that is passed on to the data center.

We understand that this can be frustrating to people, but the SRC agreed when the new site was released in late 2010 that we need to be very aggressive with regards to privacy protection and guarding referees from credit card fraud. The website only stores the last four digits of a credit card and no other information when accepting a card. The first 12 numbers, the expiration date, the CVV number... they are all used to clear the transaction and then immediately discarded. This way, no sensitive information can be stolen from our site. The SRC will not bend on this rule, as this policy is intended for your protection.

We understand that many other online vendors do not use the same fraud controls we do, and that makes using a credit card on their site easier. That is their choice. We feel protecting our referees from credit card fraud is in the best interest of both the SRC and the people who use our website.

Creation of new accounts for new referee training will LIKELY (!) be closed on Wednesday, April 23, 2014 at midnight. Final entry level clinics for the 2014 spring season will be held the weekend of April 26-27. Depending on demand and instructor availability, we may offer the online GoToMeeting options in May. We cannot guarantee availability for these, so PLEASE do not rely on this option... encourage your candidates to attend a class!

In 2013 we offered several clinics in the Twin Cities in late July and early August to help provide officials for the high school soccer season. These were quite successful and we will be repeating these this summer. Attendees will be USSF-certified, and most certainly can use this certification to work USSF-affiliated matches in the fall (such as MYSFA Fall league). We will re-open account creation on July 1, for

a limited number of new accounts, to allow individuals to register for those clinics. Attendees of these clinics will be considered registered for 2015 as well.

Registration for the 2014 season will be closed at 5 PM on Sunday, June 22, 2014. Any individuals who have paid registration fees for 2014 and not completed their certification work by that date, and have not requested a partial refund in line with SRC Refund policies, will either be required to attend a summer (July/August) clinic or will sacrifice their fees at that time. While US Soccer accepts registrations through June 30, last year they asked that we post a slightly earlier cutoff date to be able to tie up any loose ends during the fiscal year.

Refunds: While this pertains primarily to individual users, I would like to explain the SRC's refund policy for registrations for 2014 so that all of you are aware of them.

As with last year, only the USSF portion of the registration fee is refundable. The registration fee for a majority of referees is \$60, broken into \$20 for the State Administration fee and \$40 for the USSF fee. If a user pays this fee, and then decides not to certify for 2014, only the \$40 portion of the fee is refundable. The \$20 portion is used to defray costs of operating the website, office supplies, transaction fees charged to the SRC by your credit card company, etc., and in using the website the user is electing to support those expenses.

The site has been set up to protect users from double payment of the fee. If a user submits payment and an invoice is generated, the site locks the account from a second payment for 15 minutes. Furthermore, the user is told in the right-hand column of their screen that they have completed this step. Due to these protections, it is assumed that double payment of fees will be a result of user error. For this reason, while we can refund accidental double payments, we will deduct a \$5 processing fee due to the office time to do so.

If a user decides not to certify, there is a graduated deduction in the amount that they may be refunded, based on the date they request the refund (NOT the date they paid!!!). This scale is as follows:

- Requested prior to March 1: full refund of USSF portion of registration
- Requested March 1-15: refund of USSF portion minus \$5
- Requested March 16-31: refund of USSF portion minus \$10
- Requested April 1-15: refund of USSF portion minus \$15
- Requested April 15-30: refund of USSF portion minus \$20
- Requested May 1-June 30: refund of USSF portion minus \$25

June 30 is the deadline for any refunds. After June 30, no 2014 fees can be refunded, as the fiscal year ends on that date for the SRC and the books must be closed.

Brand new referees who did not complete the training prior to the end of the entry level clinic season may use the \$60 registration fee and apply it to late summer training in the same year (see 2014 Classroom Requirements for more details). If they do not complete the training in July/August, the \$60 is forfeited.

Returning officials may not apply any part of non-refunded fees to the next year. Any recertifying officials who fail to request a refund forfeit their fees for that year.

Lastly, please note that **any request for a refund must be made within 3 months of the payment date!** Our online processor will not permit refunds to credit cards after 90 days have passed. There will be no exceptions to this rule.

Any registrations from spring 2013 that were not completed are not refundable. The SRC's fiscal year from 2013 closed on June 30, 2013, and it is impossible to track accounting under these circumstances if refunds are issued from the prior year. Unused registration payments from 2013 may not be carried over to 2014. Unused spring 2014 payments MAY be carried over to the summer clinics, but if go unused in summer they are forfeited in their entirety.

Part 4: 2014 Online Testing Requirements

US Soccer has modified the Grade 8 and Grade 7 testing protocols for 2014. The new tests are now only 50 questions long, but have a higher passing score (80%). The brand new Grade 7 test will be given to current Grade 7s and upgrading Grade 8s. US Soccer has also raised the passing score for the state test to 80%.

Entry Level: The majority of the testing material will be taken embedded in the online material. Introductory-level students do not have to take a separate online test. Most of these embedded tests require 100% to move on, though a few are slightly lower.

Both students taking just the Grade 9 portion of the classroom and students taking the full Grade 8 portion will have a 25-question test at the end of the class that requires a passing score of 18.

8/7 Recertification and Upgrading: Once again, the USSF online test will be required before proceeding to online material requirements. Passing score depends on the referee's grade and intent to upgrade.

New for this year, all referees taking the Grade 8 recertification test will be required to complete a video review for each question missed, even when achieving a passing score. While US Soccer considers 80% a passing score, we feel that a referee who only knows the rules in four out of five situations is destined for trouble.

There is a separate Grade 7 recertification test, but a video review is not included as a requirement when passing with a score of less than 100%.

6/5 Recertification and Upgrading, Emeritus: All individuals taking the USSF State Test must score a minimum of 80%. There is no video review for the state test.

Part 5: 2014 Online Training

New Referees/Returning Grade 9 Referees- 7.0 hours of Entry Level-specific material

Returning Grade 8 Referees- 2.5 to 5.0 hours (2.5 are required topics)

Referees Upgrading from 8 to 7- 3.5 to 5.0 hours (3.5 are required topics)

Returning Grade 7 Referees- 2.5 hours of required topics

Referees Upgrading from 7 to 6- 3.5 to 10.0 hours (3.5 are required topics)

Returning Grade 6 Referees- 2.5 hours of required topics

Referees Upgrading from 6 to 5- 3.5 to 10.0 hours (3.5 are required topics)

Returning Grade 5 Referees- 2.5 hours of required topics

Emeritus Referees- 2.5 hours of required topics

New for 2014, the online material is now available on iOS and Android devices. ***We are no longer offering a download or CD-Rom version of the material due to lack of demand for these items over the past three years. All material will be streamed.***

Part 6: 2014 Classroom Requirements

For 2014, MNSRC will offer only a single type of clinic that can be requested by clubs, the Entry Clinic. This is an eight-hour clinic. The first 30 minutes will cover information for parents on professionalism, followed by 2 hours of material aimed at Grade 9-level games (small-sided youth soccer). The remaining 5 ½ hours will be an extensive video review and application of the Laws of the Game covered in the online material.

For both clinics, for any candidates under 18 years of age, we would like to have one parent present for the first 30 minutes of the class.

We will be implementing GoToMeeting and offering the eight-hour classroom online as well, in a system in which the student will have to participate in four two-hour modules. These modules will be scheduled on weeknights throughout the spring. They will be offered in a limited scope in 2014, with few seats available. Participation will be monitored and graded, and failure to achieve a satisfactory participation score will result in no credit.

Due to streaming bandwidth constraints, online classrooms will require the student to do pre-class homework by viewing videos on the MNSRC YouTube site. Still shots from these videos will be used for the online discussion.

MNSRC will also offer 3-hour Recertifications for higher-level referees and Grade 8 referees who want to attend a classroom session, but these will be scheduled by MNSRC independent of club requests. There will be 10 recertification classes.

MNSRC will also run physical tests in late April and early May for referees who need to pass the physical test to maintain their grade or upgrade.

Finally, MNSRC will also offer some club-independent Entry Level courses.

Student Responsibilities

Students must be present for the entire duration of the classes. Attending a partial class is not acceptable and attendance will not be granted by the instructor. We will do our best to make sure clinics are being offered on every Saturday and many Sundays between March 15 and April 27.

In rare circumstances a student may be allowed to make up a portion of the missed class instead of having to take the full class from scratch. Such circumstances will be limited to family emergencies or illness that might develop during the class or between class dates (on multiple-day clinics) and are subject to the direct approval of the SDI or SRA only, not the instructor.

Requests to attend make-up dates will be denied for any other circumstances. Such situations are simply too difficult to track logistically. If a student cannot attend a course in its entirety due to other commitments, a different course should be selected.

Clinic Zones

As we did in 2013, In order to maximize clinic attendance, MNSRC will be restricting clinic types based on 15 regions.

The purpose of this zoning is to ensure that we do not duplicate a specific clinic type within any zone on a certain day. For example, if Eden Prairie schedules an Entry Clinic for April 15, then no other clubs in Eden Prairie's area can schedule an Entry Clinic on that day.

It does not make sense to have, for example, an Entry Clinic with a capacity of 50 but an enrollment of 25, and then another Entry Clinic on the same day, within 40 miles, with a capacity of 50 and an enrollment of 15. This is damaging in two ways: (1) MNSRC has to pay for two instructors (and mileage) when one would have sufficed; (2) anybody living in that area that was unable to attend an Entry Clinic clinic on that particular day due to prior commitments (hockey, basketball, etc.) now will potentially have to travel to another area in order to certify on another weekend.

New for 2014, a club may only request two clinics between October 15 and December 1. After December 1, additional clinic requests may be submitted by any club. This will keep any one club from blocking up the majority of weekends.

It is my job as SDI run a fiscally responsible program, so duplicating clinics on the same date in nearby communities is an inefficient use of resources.

Clinic Dates

Entry clinics may be scheduled on Saturday or Sunday from March 15, 2014 through April 27, 2014 (with the exception of Easter Sunday). This encompasses a total of seven weekends and 13 possible dates.

The SRC will host a minimum of three Entry Level clinics in late July/early August for the impending 2013 high school and fall MYSA seasons. Students who complete these courses will be certified for 2014 and will not need to recertify in spring of 2014; their first re-certification will be spring 2015.

College-aged referees: With the recertification program allowing returning officials to do 100% of their hours online, and with recertification being left open through 5 PM on June 22, we are providing an option that will allow any college-aged returning official to certify through the end of our fiscal year.

For new college-aged officials, they will either have to use one of the spring dates, or can train in the fall at the MSHSL-associated clinics (in which case they will be certified through the 2014 season), or can utilize the GoToMeeting program. We may very well hold GoToMeeting sessions into June.

Club Requirements

Clinic requests should be made through the website, using the Clinic/Material Request page. Certain details must be filled in on each clinic request:

- Site name and address, including zip code

- Maximum classroom size
- Requested class size limit
- Requested date(s) for class
- Available facilities (laptop, screen, whiteboard/chalkboard, lunch facilities)
- Whether lunch will be served (if Grade 8 clinic on a single day) and if there is an additional cost for it

At a minimum, the facility used must either have an LCD projector, or the club must pay a \$50 per day fee to rent a projector from the SRC. For entry level clinics, clubs are responsible for all facilities, including the projector. Facility fees **MAY NOT** be charged to the attendees. Clubs may offer lunch and may offer that lunch as an option with a fee to the attendees, but may not require attendees to participate. The SRC will cover instructor fees.

Minimum Enrollment Requirements

As previously stated, in order to meet budgets, the SRC must get smarter about how it schedules clinics. This means that we have to have a certain number of attendees in a given clinic to justify the expense that will be taken on for that clinic.

For Entry clinics there needs to be a minimum number of 10 attendees enrolled within one week of the scheduled start date. **Failure to meet these numbers will result in the clinic being canceled, NO EXCEPTIONS.** With the development of the GoToMeeting option, areas who fail to provide enough candidates by the deadline date will have to advise their candidates to use the online option.

We understand that there are always people who wait until the last minute, but as previously stated, the SRC has to make sure its clinics are not net losses. If an instructor is paid \$320 to teach a recertification that only has four students (\$60 per student), this is not a productive use of SRC resources. We realize those four students will be inconvenienced by the cancellation of their clinic, but the motivation to retain that clinic must be driven by the expansion of that area's soccer program and recruitment of other referees within the area. Until those levels are met, that area's officials will have to make a longer journey to an area with a larger clinic or utilize the GoToMeeting option, with less risk of being canceled.

Please, PLEASE, be proactive in talking with your referees and figuring out a date for your clinics. Be proactive in recruiting officials to your clinics.

Availability of Clinic List

The full clinic list with date(s), city, clinic type, and enrollment status will be posted on the SRC site and will be visible regardless of log-in status or progression through the enrollment process. Additionally, the SRC will publish the topics to be covered at the clinic. However, sign-up and reservation of a seat in the clinic will only be available upon completion of all online pre-requisites for the referee's grade.

When a user is logged in the site will be able to list first the clinics that are within a 40-mile radius of their home address, making it simpler to find convenient clinics.

It will not be possible to reserve a seat in the clinic until online materials are completed. There will be no exceptions to this rule. In order to gain entry to a class and receive credit for attendance, the referee must have completed any pre-class testing and fulfilled credit-hour requirements prior to attendance.

Clinic Sign-Up Deadline

The deadline to sign up for a clinic will be midnight on Thursday for clinics which take place Saturday through Monday.

For clinics scheduled to begin Tuesday-Friday, the deadline for those clinics will be midnight two days before the start date.

This deadline will not be hard and fast. Exceptions will be more liberal, but it will involve a process that puts the onus of exception on the clinic coordinator, not the SRC. If a referee is seeking entry to a class for the coming weekend after the deadline is passed...

- 1) There must be slots available in that class. We will not add referees to classes that are full. The club coordinator, however, may choose to open up more slots if the classroom can accommodate it. This will be up to the club coordinator.
- 2) The referee in question must have completed all pre-class work. Recertifying referees who have not passed and completed the online recertification test, or any referee who has not completed pre-class online materials (that is required to do so) will not be enrolled in a class, no exceptions. The SRC will not be chasing students down after a class to remind them to finish the online work.
- 3) The request for the exception must be made either by email to either the SDI or the SRA **PRIOR TO THE START OF THE CLINIC.** SRC Instructors will be informed that any referee who is not on their roster at the time the class starts may not be approved for attendance.
- 4) No referee will be granted an exception **without the approval of the clinic coordinator.**

This last requirement is key, as it restores control over who attends clinics to you, the clinic coordinator.

It is the job of the SRC to provide training for referees, make sure they meet minimum requirements for both registration payments and training, and assist assignors and clubs in making sure they have enough officials by providing adequate numbers of classes and instructors. As long as those requirements are met, this needs to be and will be the focus of the SRC. The determination of individual exceptions, as long as these requirements are met, is not the concern of the SRC.

If a specific individual fails to meet a deadline for sign-up for a clinic, but prior to the start of that clinic finishes all pre-requisites, as far as the SRC is concerned, we will add that individual to the clinic... on the premise that the club is OK with it. We at the SRC do not feel it is appropriate to lock out referees who have finished their pre-requisites from attending classes, but the club should have the final say on whether an exception is granted. Perhaps your club is trying to eliminate procrastinators, or perhaps your club has an excess of referees and adding others will make it harder to get everybody enough

games. Or maybe you are in need of more referees and need as many warm bodies as you can get, regardless of their responsibility level.

This is your call. We certainly do not encourage clubs to be lenient on individuals who are unable or unwilling to be pro-active in terms of dealing with registration difficulties, or who wait until the last minute, or miss deadlines. Such behavior is likely to be repeated during the season. But it will be behavior that you, the club, have to deal with, rather than the SRC, so it is your choice.

Recommendation: If any referee needs to get into a class after the deadline has passed, that individual should contact the clinic coordinator and then have the coordinator contact the SDI by email. If a referee contacts the SDI or the SRA directly, there will be a delay while we have to contact the clinic coordinator first. The process can be expedited if requests for exceptions come directly from the clinic coordinator.

Part 6: Conclusion

It's our hope that providing this document well in advance of the clinic season will help club coordinators provide answers to questions from their referees. If this document seems to be missing any information or requires additional clarifications, please contact the SDI at sdi@minnesotasrc.com so we can fix this document.

As always, the absolute best advice we can give you for 2014 is to be organized and plan ahead. The sooner you submit clinic date requests, the more likely you will get the dates you want. The sooner the word goes out, the sooner people can plan.

We recognize that there will always be people who wait. We also understand that in Minnesota, the focus is on hockey and basketball through March, so we have revamped our program to provide as much training as possible during the month of April, and have developed the GoToMeeting option to allow for its use during May. We are not going to hold clubs' feet to the fire because their referees like to procrastinate. But we will hold a clubs' feet to the fire if the club chooses to procrastinate.

The SRC has worked very hard to roll out the 2014 Guide well in advance of clinic season. We are doing the very best we can to make sure that we smooth out the rough edges of our training process. All we ask from the clubs is that they take a proactive role in making 2014 as positive an experience as possible. If you can do that, we can guarantee that you will have all of the support you need to make your referee program the best it can be.