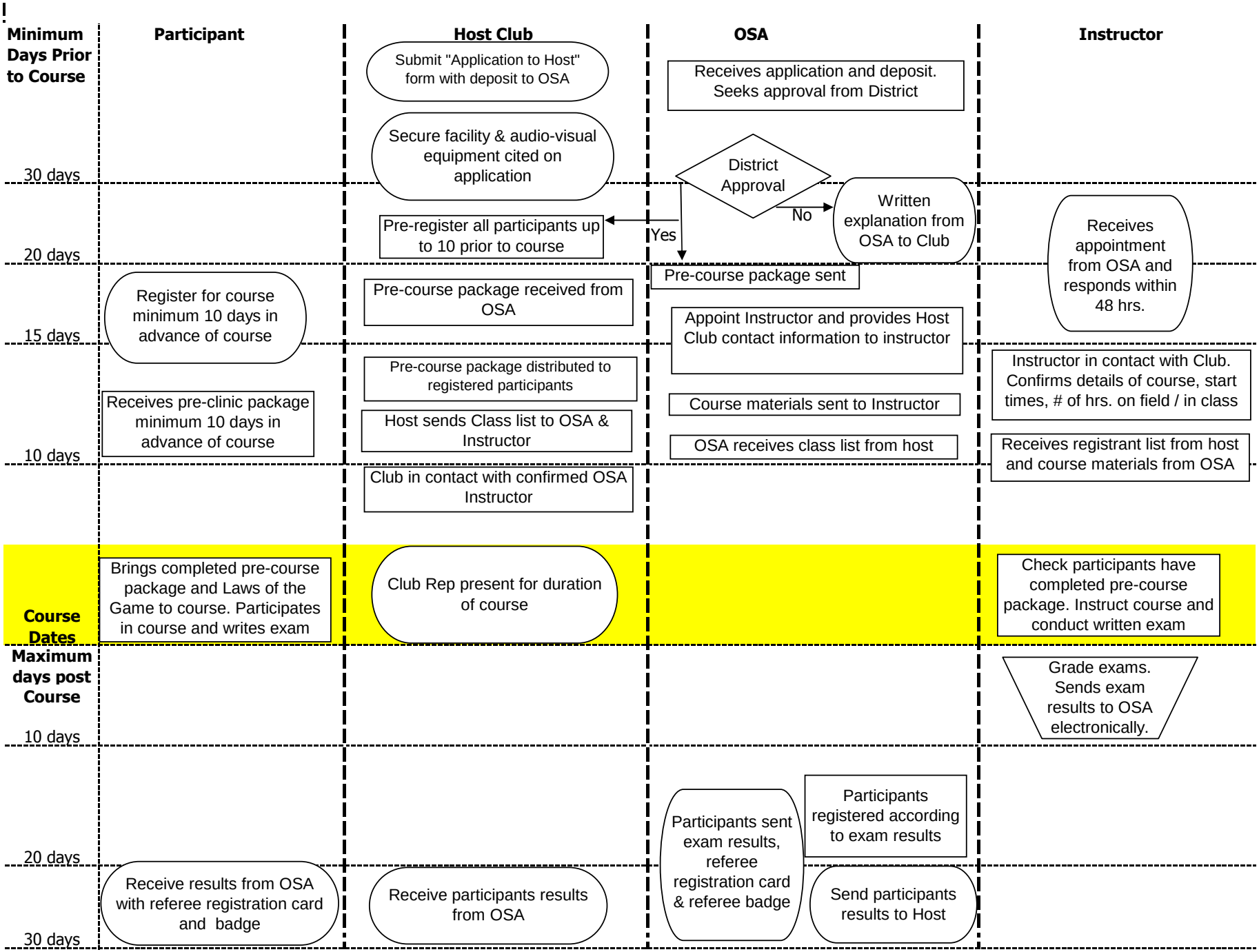
Minimum Days Prior to Course
Participant
Host Club
OSA
Instructor
Submit "Application to Host" form with deposit to OSA
Receives application and deposit. Seeks approval from District
Secure facility & audio-visual equipment cited on application
30 days
District Approval
No
Written explanation from OSA to Club
Yes
Pre-register all participants up to 10 prior to course
Receives appointment from OSA and responds within 48 hrs.
20 days
Pre-course package sent
Register for course minimum 10 days in advance of course
Pre-course package received from OSA
Appoint Instructor and provides Host Club contact information to instructor
15 days
Pre-course package distributed to registered participants
Instructor in contact with Club. Confirms details of course, start times, # of hrs. on field / in class
Receives pre-clinic package minimum 10 days in advance of course
Course materials sent to Instructor
Host sends Class list to OSA & Instructor
OSA receives class list from host
10 days
Receives registrant list from host and course materials from OSA
Club in contact with confirmed OSA Instructor
Brings completed pre-course package and Laws of the Game to course. Participates in course and writes exam
Club Rep present for duration of course
Check participants have completed pre-course package. Instruct course and conduct written exam
Course Dates
Maximum days post Course
Grade exams. Sends exam results to OSA electronically.
10 days
Participants registered according to exam results
Participants sent exam results, referee registration card & referee badge
20 days
Receive results from OSA with referee registration card and badge
Receive participants results from OSA
Send participants results to Host
30 days