

√	<b>Minimum Days prior to course</b>	<b>Club (Host) Checklist</b>
	30 days	Applies to host Entry Level Referee Course through OSA Referee Development Department using the 'Application to host form'
	20 days	<p>Club (Host) secures facility and AV requirements as per the 'Application to host form', <b>including (but not limited to) a classroom, gym or field, Laptop (with DVD player) &amp; LCD machine</b></p> <ul style="list-style-type: none"> <li>___ Classroom</li> <li>___ Gym or field (minimum 6 hours)</li> <li>___ LCD machine</li> <li>___ Laptop</li> <li>___ DVD player if laptop is unable to play DVD's</li> </ul>
	20 days	Pre registers course participants.
	15 days	Bulk pre course participant materials received from OSA.
	10 days	Pre registered participant list sent to Program Coordinator at the OSA
	10 days	Pre course participant materials distributed to all registered participants. <b>Remind participants that if pre course workbook is not completed then participants will not be able to attend course</b>
	10 days	Contact Instructor to confirm details of course including division of time between classroom time and field time.
	Course Dates	A club rep is present throughout the duration of the Course