




CONNECTICUT STATE REFEREE PROGRAM



Entry Level Referee - Instructions

- All Referee Entry Level registrations will be done “**ON-LINE**”
- Go to the CSRP web home page www.ctreferee.org -- click on the image with the flashing text for **REFEREE CLINICS** it will direct you to the page for upcoming CSRP Referee Clinics – scroll down to the Entry Level Referee Clinics
- Determine if you meet the age requirements:
 - **Grade 8 Referee, entry level age, must be 13 years old by June 30**
- Click on the link for [eReferee Registration System for “New” Referees](#) or on the  icon from the Entry Level Referee Clinic Listings page
- Complete page 1 of the registration by using your First Name, Last Name, Middle Initial (if you have one) and Birth Date and click on Next Step to go to page 2 of the registration form
- Complete the Referee Registration Form, be sure to fill-in all the spaces for information
- Click on the **Record** button (only once) to create a new registration record in our database
- Once the Record button has been clicked you will be able to select and register for an Entry Level Clinic, see the Entry Level Clinic dropdown box in the middle of the screen and select a Clinic
- Next you must pay for the Clinic using either a credit card or a check. All information about the fee will be displayed as you proceed through the Clinic registration process
- If you pay by credit card and the payment is approved you will see a confirmation – **Please print the payment confirmation and bring it with you to the Clinic**
- **If you pay by check, the check must be received at the CSRP Office 3 days before the Clinic**; the CSRP Office will generate an e-mail confirmation. **If the check is not received on time, your name will not be on the class list and the instructor will not permit you to attend the clinic** (the instructor can not add names to the class list or accept payment) **Please print the payment confirmation and bring it with you to the Clinic**
- The Grade 8 Entry Level Clinic will last 17.5 hours. At the end of the Clinic you will be tested and must attain a passing grade of 75 to be certified as a Referee
- You must be present for full sessions of all the Clinic classes in order to successfully fulfill the Clinic requirements (make up sessions can be made at other Clinics)

- If you pass the written test with a grade of 75 or better and attend the Clinic in its entirety the Entry Level Clinic process will be completed and you will be certified as a Referee and receive the current year Referee badge for your Referee Grade
- If you do not pass the written test you will have one opportunity to retake the test
- If you do not pass your second attempt at the entry Level written test (retake) and you choose to complete the Referee Entry Level requirements; you must register for another Entry Level Clinic, pay the Entry Level Clinic fee, attend the entire second Entry Level Clinic and pass the written test
- If you register for a Clinic and fail to attend for any reason you must register for another Clinic and pay the additional fee of \$20, if you choose to complete the Referee Entry Level requirements
- If you register and pay for an Entry Level Clinic and decide ***not to attend any Clinic at all***, you are entitled to a refund. You must e-mail the CSRP at office@ctreferee.org and advise that you will not be attending any Entry Level Clinic. Applicants who paid for a Grade 8 Entry Level Clinic will receive a refund of \$59.75
- If you attend (1) class but do not continue with the Entry Level Clinic, you must inform the Instructor and you will be only entitled to a refund of \$20
- Any request for Refund must be received by the CSRP Office on or before April 30
- Any time after you have completed the registration process you will be able to logon to the [eReferee Registration System](#) by using your First Name, Last Name, Middle Initial (if you have one) and Birth Date and view your information and register for other Clinics as needed

Be sure to bring pen, pencil and paper for notes to all classes!!!