

CLINIC APPLICATION INSTRUCTIONS

1. Schedule your clinic at least 30 days in advance (60 days preferred). All clinic dates need to be approved by the State Referee Committee or their designate to ensure that equipment, materials and instructors will be available.
2. Complete the form with all information and send it with the bond (payable to **SRA**) to
Colorado Joint Referee Committee (CJRC)
PO BOX 495
Wheat Ridge, CO 80034
3. Once the clinic date has been approved and the bond money received, the clinic will be posted on the state referee website, www.coreferees.org
4. Advertise the clinic within your local area through schools, your club office and website, coaches' clinics, etc.
5. Participants are to pre-register via www.reflink.com as accessed via the COREFEREES.ORG website.
6. A club check will be necessary at the end of the clinic for the balance owed to the SRA based on the numbers of applicants attending and passing the clinic. If the minimum number of attendees is met, then 100% of the bond money will be applied to the balance owed. If there are any funds owed back to the club, the money will be refunded.
7. The sponsoring organization is required to have someone on site during the clinic to lock/unlock the facility and to help monitor students during the class. In addition, the sponsoring organization will provide a check for the balance due on the last day of the clinic. **A \$100 late payment fee shall be assessed for clinics whose fees are not received within seven (7) days of class completion.**
8. Key items to consider when choosing a facility for the clinic:
 - a. Will your room hold the minimum number of students?
 - b. What is the maximum number of students the facility can handle?
 - c. Are the following items available at the facility or can they be in place for the class?

**TV/VCR or DVD
Sound System**

**LCD Projector
White Board (or chalk board)**

**Screen
Field / grassy area**

BOND REQUIREMENTS		
Course	Denver/North/South Areas	Mountain Areas
Grade 9	\$450 (minimum 20)	\$440 (minimum 8)
Grade 8	\$500 (minimum 20)	\$440 (minimum 8)
Bridge (Gr 9 to Gr 8)	\$450 (minimum 20)	\$440 (minimum 8)
Recertification Class Approval	No Bond Required – needs SRA Approval	No Bond Required – needs SRA Approval

FORFEITURE OF BOND		
If a clinic is cancelled after being publicized and less than one (1) week prior to the scheduled date: \$100 of the bond will be retained from the refund.		
If a clinic is taught with fewer students than the minimum required, the bond will be applied at the following rates:		
Bond Money Applied to Registration	Number of Students Denver / North / South	Number of Students Mountain Areas
100 %	20	8
90 %	18	N / A
80 %	16	N / A
70 %	14	N / A