

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 bond money is received, sponsoring organization representative identified by name and the clinic date has been approved, the clinic will be posted on the clinic/events calendar accessible via www.coreferees.org.
4. Advertise the clinic within your local area through schools, your club office and website, coaches' clinics, etc.
5. Participants **MUST** pre-register via the clinic/events calendar accessible via www.coreferees.org.
6. Payment is required within seven (7) days from the end of the clinic for the balance owed to the SRA based upon the number of participants attending the clinic. If the minimum number of attendees is met, then 100% of the bond money will be applied to the balance owed. When less than the minimum number of attendees applies, a pro-rated portion of the bond is factored into the balance owed. **A \$100 late payment fee shall be imposed for clinics whose fees are not received within seven (7) days of class completion.**
7. The identified sponsoring organization representative is required to be on site during the clinic to lock/unlock the facility, collect registration payments and to monitor students during the class sessions. The sponsoring organization is responsible for the safety and well-being of participants during the entire class session(s).
8. Key items to consider when choosing a facility for the clinic:
 - a. What is the maximum number of students the facility can handle (occupancy limits)?
 - b. Verify availability of tables and chairs to accommodate proposed attendee count.
 - c. Are the following items available at the facility or can they be in place for the class?

White Board (or chalk board)

Open area for Field Session

BOND REQUIREMENTS (Separate check required for each clinic)		
Course	Front Range/North/South Areas	Mountain Areas
Entry Grade 9	\$450 (minimum 20)	\$440 (minimum 8)
Entry Grade 8	\$500 (minimum 20)	\$440 (minimum 8)
Bridge (Gr 9 to Gr 8)	\$450 (minimum 20)	\$440 (minimum 8)

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 Front Range / North / South	Number of Students Mountain Areas
100 %	20	8
90 %	18	N / A
80 %	16	N / A
70 %	14	N / A