



2024

# Referee-in-Chief Handbook





# ALBERTA SOCCER ASSOCIATION

LEAD, GOVERN AND EVOLVE

8123 Roper Road NW  
Edmonton, AB T6E 6S4



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Thank you for considering filling the role of a Referee-in-chief (RIC) at an Alberta Soccer Association (ASA) Provincial Championship. At all ASA tournaments, the Referee-in-chief is a key figure, essential to a successful competition.

As Referee-in-chief, you will be in charge of all officials at one particular venue. This includes, but is not limited to, scheduling officials, assessing and mentoring officials, chairing a pre-tournament meeting, dealing with referee related issues and officiating in emergency circumstances.

The Referee-in-chief at each competition is also considered to be a senior ASA official, and as a result you may be asked to assist the ASA Representative during discipline hearings and protests.

## Responsibilities:

This document outlines the responsibilities of an RIC, separating them into three distinct categories:

1. prior to the competition.
2. during the competition.
3. after the competition.

### 1. Prior to the Competition:

- Using the schedule provided by the ASA, schedule referees for all of the Provincial games:
  - Indoor Boarded: One centre official and one box official per game.
  - Indoor Boardless: 7v7 - one centre official per game for U13, referee and two assistant referees for U15 – U19, 9v9 – referee and two assistant referees.
  - Outdoor (U13-U19 and Senior): One centre official and two assistants.
  - Outdoor (U15-U17 Tier I and Challenge Cup/Jubilee Shield): One centre official, two assistants and a fourth official.
- If necessary, you may bring in officials from out of town to officiate in the competition. However, as this is an additional cost to the ASA you must contact the office for approval, prior to scheduling anyone from out of town.
- All assigned officials must be registered and in good standing with the Alberta Soccer Association. If necessary, the ASA Office can provide you with a list of officials in your area.
  - **Officials scheduled to the Provincial Championships who are not registered with the ASA will not be paid.**
- Review the current ASA Provincial Rule Book and consult with the ASA office and Local Organizing Committee (LOC) regarding any special rules or regulations specific to the Provincial Championships.
- Chair a pre-tournament meeting for all officials, detailing the rules and regulations specific to the Provincial Championships, and outlining your expectations and the expectations of the ASA. Note – this may be organized on Zoom by ASA.
- Review the tie breaking and results procedures beforehand with the ASA Representative and ensure all officials are aware of any special procedures or required outcomes prior to kick-off.
- Provide a cell phone number to ASA for communication purposes during the competition.

## 2. During the Competition:

- Be in attendance at all times during the tournament and check in at tournament headquarters on a regular basis.
- Post a copy of the tournament schedule and competition rules in the referee change room(s).
- Be available to officiate at any time in the event of an emergency.
  - The RIC shall not assign themselves to officiate in any game.
- Ensure prompt completion of discipline reports, and if needed, be a member on the Discipline Committee.
- Make appointments for the final day based on the officials' performance throughout the tournament.

## 3. After the Competition:

- Send to the ASA Office:
  - Final Referee Schedule.
    - Referees will be paid based on this schedule.
  - Final Report
    - Report should include – coverage results for assignments (target is 100%), details of any referee 'no-shows' or late arrivals, referee discipline or conduct issues, any competition discipline requiring RIC involvement, meetings or education sessions held for officials, general report on standards of officiating, individual performance issues, organizational issues, suggestions for improvement.
  - Expense Claim (if applicable)
    - See below for details.

As Referee-in-chief you will be paid a total of **\$200 per day + \$5 per game assigned for your services to the Alberta Soccer Association**. Please note, a payment will not be sent until the above three items have been received by the ASA Office. In order to ensure prompt payment to all officials, please send the above to the ASA Office within two weeks of the competition.

## ASA Expense Claim Policy:

The Alberta Soccer Association is grateful for your services as a Referee-in-chief, and in addition to your payment for the weekend, will cover the following expenses:

- **Mileage**
  - At a rate of \$0.61 per kilometre, if travelling outside your city of residence.
- **Meals**
  - Coverage for meals varies depending on your circumstances:
    - Breakfast: A maximum of \$15. To claim breakfast, the ASA expects members are conducting ASA approved business prior to 7:30 am until after 10:30 am.
    - Lunch: A maximum of \$20. To claim lunch the ASA expects members are conducting ASA approved business prior to 11:00 am until after 1:30 pm.
    - Dinner: A maximum of \$40. To claim dinner the ASA expects members are conducting ASA approved business prior to 4:30 pm until after 7:00 pm.
- **Tabs**
  - Some venues will have tabs set up at the onsite concession, all tabs are billed directly to the Alberta Soccer Association.
  - RIC's are encouraged to make use of these tabs, however, meals eaten off a tab are not also eligible for reimbursement.
    - Please do not purchase items for anyone other than yourself, assigned officials are responsible for their own meals.

- **Hotels**
  - If necessary, the Alberta Soccer Association will book and pay for a hotel room for travelling RIC's. Please contact the ASA Office if you require a hotel room.

### **Referee Payment Structure:**

The Alberta Soccer Association will pay all officials at a Provincial Championship based on your final schedule. ASA pays referees the following rates at the Provincial Championships:

<b>Competition Level/Position</b>	<b>Payment per Game</b>
<b>Indoor Referee 7v7 Boardless – U13</b>	\$37.00
<b>Indoor Referee 7v7 Boardless – U15, U17, U19, Senior – All Tiers</b>	\$47.00
<b>Indoor Referee 9v9 Boardless – U15, U17, U19, Senior – All Tiers</b>	\$47.00
<b>Indoor Assistant Referee 9v9 Boardless – U15, U17, U19, Senior – All Tiers</b>	\$33.00
<b>Indoor Referee – U13 / Indoor Assistant Referee – U13</b>	\$34.00 / \$24.00
<b>Indoor Referee – U15, U17, U19, Senior – All Tiers / Assistant Referee</b>	\$39.00 / \$28.00
<b>Outdoor Referee – U13</b>	\$54.00
<b>Outdoor Assistant Referee – U13</b>	\$38.00
<b>Outdoor Referee – U15, U17, U19, Senior – All Tiers</b>	\$69.00
<b>Outdoor AR &amp; 4<sup>th</sup> Official - U15, U17, U19, Senior – All Tiers</b>	\$45.00
<b>Outdoor Referee – Challenge Cup / Jubilee Shield</b>	\$84.00
<b>Outdoor AR &amp; 4<sup>th</sup> Official – Challenge Cup / Jubilee Shield</b>	\$53.00

*Please note provincial that provincial referee payments will only be made by Electronic Funds Transfer (EFT). All referees accepting provincial assignments will need to provide their banking information to Alberta Soccer to be paid. The request form is available at – [Electronic Fund Transfer Request Form](#)*

### **Referee in Chief Selection Process:**

The Provincial Championships are jointly hosted by the Alberta Soccer Association and a District Association. The hosting District is ultimately responsible for selecting and assigning a Referee-in-chief to the tournament they are hosting. However, each RIC must also be approved by the ASA Manager of Referees prior to the Provincial Championships.

Thank you again for considering being a Referee-in-chief at a Provincial Championship. If you have any questions or concerns, please do not hesitate to contact me directly.

**Mark Pasternak, Referee Development Lead, E: [mpasternak@albertasoccer.com](mailto:mpasternak@albertasoccer.com) Ph:780-378-8111**