Alberta Soccer Association (ASA)

Referee Development Team

Terms of Reference

I. COMMITTEE NAME

The name of this committee shall be the Referee Development Team (RDT).

II. PURPOSE AND AUTHORITY

The purpose of the referee development committee is to implement the referee elements of the Alberta Soccer Association Vision, Mission, and Strategic Plan and to support the organization's operations from an officiating standpoint.

The ASA Board of Directors (Board) delegates, through the Executive Director, to the Referee Development Team, the responsibility to:

1. Establish and retain a network of referees dedicated to improving the standards of officiating across the province
2. Build a pathway for referee education across the province
3. Develop and implement a plan for the recruitment and retention of officials
4. Work with the District Referee Assistants to provide support and information as required
5. Complete other responsibilities on occasion as assigned by the Board or Referee Development Lead

III. MEMBERSHIP

The RDT shall be comprised of seven (7) members as follows:

Voting members:

1. **ASA Referee Development Lead**
2. **Southern Alberta**
   - Member x 3
3. **Northern Alberta**
   - Member x 3

Northern Alberta will be defined as CASA, Red Deer, Battle River, Edmonton, St Albert, Sherwood Park, Tri County, Lakeland, Northwest Central, Fort McMurray and Northwest Peace.

Southern Alberta will be defined as Big Country, Foothills, Airdrie, Calgary, Canal Links, Sunny South, Lethbridge and Medicine Hat.

Committee members shall be appointed by the ASA Referee Development Lead in consultation with the Executive Director and/or ASA Staff.

Non-voting guests may be invited at the Chair's discretion.

IV. COMMITTEE TERM LIMITS

1. Committee terms will start January 1 and end the last day of December
2. Each Committee member term shall be for two (2) years
3. Members will be nominated when required in offset years as shown below:
    a. North
        i. Two members nominated in odd years
        ii. One member nominated in even years
    b. South
        i. Two members nominated in even years
        ii. One member nominated in odd years.
4. A Committee member may serve no more than four (4) complete consecutive terms on the committee in the event that no new members are nominated for the position.
5. person who has served their maximum number of terms is eligible for reappointment to the Committee after a two (2) year absence.

V. SUBCOMMITTEES

The Committee may establish subcommittees to conduct specific work for the Committee. Such subcommittees shall report their activities to the Committee.

VI. COMMITTEE MEMBER RESPONSIBILITIES

All Committee members are expected to actively participate in the Committee's activities and meetings on a regular basis.

A member who is unable to participate on a regular basis may be required by the Chair to resign from the Committee.

VII. COMMITTEE MEETINGS

The Committee should meet every month, or within a timeframe decided on in advance. Meetings may be held via conference call or face to face. Minutes from their meetings will be made available. Meetings will be conducted following Robert's Rules of Order.

VIII. QUORUM AND VOTING

Quorum will be achieved when more than 50% of eligible voters attend a committee meeting.

In the case of a tie vote on a motion by the Committee members present, the motion shall fail.

IX. VACANCIES

If a Committee member withdraws from their Committee position before the end of their term, the ASA Referee Development Lead in consultation with the ASA Executive Director, and/or ASA Staff, shall appoint a replacement.

In the event of a mid-year appointment to a position on the Committee, for the purposes of determining the term limits as outlined in this Terms of Reference, the remainder of the calendar year is not counted as part of the member's term.

X. RECUSALS

Committee members may abstain from participating in official actions of the Committee if there is an apparent conflict of interest.

XI. NOMINATIONS TO THE COMMITTEE

On an bi-annual basis, a call for nominations to the Committee will be circulated to all District members, referees, assessors and instructors. Candidates may self-nominate (volunteer) or be put forward by a member organization or affiliate.

Selections will be made on the basis of a skill set that is desired for the Committee, or knowledge/experience of a particular element needed for the effective operation of the Committee

XII. REVIEW PROCESS

The Chair will conduct an annual review of all Committee members' performance in relation to Committee activities and functions, prior to confirming the Committee membership for each year.

XIII. AMENDMENTS TO THE TERMS OF REFERENCE

The Committee may propose amendments to this Terms of Reference to the ASA Executive Director.

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