



## **Alberta Soccer Association (ASA)**

### **District Referee Committee**

#### Terms of Reference

#### **I. COMMITTEE NAME**

The name of this committee shall be the District Referee Committee (DRC).

#### **II. PURPOSE AND AUTHORITY**

The purpose of the District Referee 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 District Referee Committee, the responsibility and authority to:

1. Liason with a network of referees dedicated to improving the standards of officiating across the province
2. Build a pathway for referee mentorship
3. Develop a plan for the recruitment and retention of officials
4. Liason with the ASA manager of Referees

#### **III. MEMBERSHIP**

The committee shall be comprised of a minimum of ten (10) voting members nominated by the Districts. Each District is limited to one representative on the committee.

1. The Chair of the Committee will be selected by the Referee Development Team
2. Members-at-large
  - a) CUSA Representative
  - b) CWSA Representative
  - c) EDSA Representative
  - d) EMSA Representative
  - e) CMSA Representative
  - f) EIYSA Representative
  - g) and five (5) Rural district Representatives
3. Alberta Soccer Association Members
  - a) Technical Director
  - b) Manager of Referees
  - c) Executive Director,

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

#### **IV. COMMITTEE TERM LIMITS**

1. The Committee Terms will start March 1 and end the last day of February.
2. The Committee Members will be appointed for a two (2) year term.



3. Members-at-large will be appointed for a two (2) year term with CUSA, EMSA and three (3) rural terms expiring in odd years and CWSA, EDSA, CMSA, EIYSA and two (2) rural member expiring in even years.

#### V. 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.

#### VI. COMMITTEE MEETINGS

The Committee should meet four (4) times yearly . Meetings may be held via conference call or face to face. Minutes from their meetings will be made available through ASA. Meetings will be conducted following Robert's Rules of Order.

#### VII. QUORUM AND VOTING

A majority vote of the Committee members present, either in person, by conference call, or by email shall constitute an official action of the Committee.

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

#### VIII. VACANCIES

If a Committee member withdraws from their Committee position before the end of his or her term, the Chair shall appoint a replacement from the same District.

#### IX. RECUSALS

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

#### X. NOMINATIONS TO THE COMMITTEE

On an 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 District Member.

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. District Referee Assignors are preferred representatives

Final selections will be confirmed by the ASA Executive Director.

#### XI. AMENDMENTS TO THE TERMS OF REFERENCE

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



**ALBERTA SOCCER ASSOCIATION**  
**LEAD, GOVERN AND EVOLVE**

8123 Roper Road NW  
Edmonton, AB T6E 6S4





**ALBERTA SOCCER ASSOCIATION**  
**LEAD, GOVERN AND EVOLVE**

8123 Roper Road NW  
Edmonton, AB T6E 6S4

