



## **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 and authority 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. Build a comprehensive education, skills development and training program for officials, and
5. Complete other responsibilities as assigned by the Board  
(Portfolio responsibilities in Appendix)

#### **III. MEMBERSHIP**

The Committee may be comprised of ten (10) members as follows:

Voting members:

1. ASA Manager of Referees (MOR)
2. Recruitment and Retention Lead
3. Educational Development Lead
4. from the South
  - Assessment Program Lead
  - Assignment Program Lead
  - Education and Instructor Lead
6. from the North
  - Assessment Program Lead
  - Assignment Program Lead
  - Education and Instructor Lead

Committee members shall be appointed by the ASA Executive Director in consultation with the Manager of Referees

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

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

1. Committee terms will start March 1 and end the last day of February



2. Each Committee member term shall be for two (2) years.
3. A Committee member may serve no more than four (4) complete consecutive terms on the committee; (terms start 2023).
4. Recruitment and Retention Lead, South Education and Instructor Lead, North Assessment Program Lead and North Assignment Lead terms will expire in odd years. Education Development Lead, South Assessment Program Lead, and South Assignment Lead, and North Education and Instructor Lead will expire in even years.
5. person who has served his or her 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. 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 are in attendance at 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 his or her term, the ASA Executive Director in consultation with the ASA Manager of Referees 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 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.





## *Appendix*

### **RDT**

#### **Assignment Program**

- Create and maintain a yearly list of suitable officials in respective jurisdiction (north/south), for various RDT managed provincial competitions.
- Liaise with Assessment Program to update officials' ranking before and during season.
- Liaise with Recruitment & Retention Program to populate the yearly list.
- Liaise with provincial assignment counterpart to arrange for appropriate developmental opportunities for officials.
- Determine minimum numbers of officials required for each RDT managed competition.
- Invite officials to RDT managed competitions, in accordance with documented timelines.
- Assign officials to all RDT managed competitions.
  - o AMSL, CIS, ACAC, Tier 1 to Nationals, Soccerfest, (Indoor if required).
- Act as Referee in Chief at Provincial competitions, where appropriate, or participate in the Referee in Chief Committee at larger competitions.
- Organize pre-season or pre-competition meetings for officials where appropriate.
  - o AMSL, Fall Season etc.
- Provide feedback to the referee program relating to the performance of officials at various levels.
- Liaise with all RDT to select officials for CSA competition requests, National Competitions in Alberta, CSA Provincial Upgrade Clinic and any other high-level appointments.
- Participate in the annual referee upgrade decision process.
- Participate in the annual planning process to establish goals, targets and strategic direction.
- Provide input into an annual evaluation of the program's strengths, weaknesses, opportunities and trends/threats.
- Act as an ambassador for Recruitment and Retention, providing feedback and client response to initiatives.
- Other tasks, as arranged with the RDT or Manager of Referees (MOR).

#### **Assessment Program**

- Maintain a yearly list of assessors and appointments, and an up to date worksheet of assessment results for all assessed officials. (list to be provided by MOR).
- Liaise with Assignment Program to update officials' ranking before and during season.
- Liaise with Recruitment & Retention Program to enhance the pool of active assessors.
- Organize a pre-season meeting with assessors in respective jurisdiction (north/south).
- Maintain a yearly list of upgrading officials who require assessments, with progress updates (initial list to be provided by MOR).
- Liaise with Assignment Program to create and maintain a list of officials who require 'maintenance' assessments, with progress updates.



- Communicate with relevant officials and/or leagues to ensure that referee appointments are available for assessor scheduling.
- Communicate with assessors to match assessor availability to referee appointments.
- Review all assessments personally, or in collaboration with National assessors, to ensure quality control and provide feedback to assessors, where required.
- Review all assessments personally, or in collaboration with National assessors, to provide appropriate feedback to the Assignment Program.
- Ensure that completed assessments are delivered to both the Program Coordinator and the Referee Development officer at the ASA office for assessor payment and referee records.
- Participate in the Referee in Chief Committee at larger Provincial competitions.
- Liaise with all RDT to select officials for CSA competition requests, National Competitions in Alberta, CSA Provincial Upgrade Clinic and any other high-level appointments.
- Participate in the annual referee upgrade decision process.
- Participate in the annual planning process to establish goals, targets and strategic direction.
- Provide input into an annual evaluation of the program's strengths, weaknesses, opportunities and trends/threats.
- Act as an ambassador for Recruitment and Retention, providing feedback and client response to initiatives.
- Other tasks, as arranged with the RDT or MOR.

### **Education and Instructor Program**

- Maintain a yearly list of instructors and appointments (list to be provided by MOR)
- Liaise with Recruitment & Retention Program to enhance the pool of active instructors.
- Organize a pre-season meeting with instructors in respective jurisdiction (north/south).
- During the course seasons, ensure that all approved courses have an appropriate instructor assigned in accordance with documented timelines.
- Liaise with the Educational Development Program and the MOR, to ensure that up to date teaching materials are delivered to instructors, prior to courses, in accordance with documented timelines.
- Liaise with the MOR to organize Regional and Provincial upgrade courses within the province, as required.
- Provide feedback to the referee program relating to the performance of instructors at various levels.
- Participate in the Referee in Chief Committee at larger Provincial competitions.
- Liaise with all RDT to select officials for CSA competition requests, National Competitions in Alberta, CSA Provincial Upgrade Clinic and any other high-level appointments.
- Participate in the annual planning process to establish goals, targets and strategic direction.
- Provide input into an annual evaluation of the program's strengths, weaknesses, opportunities and trends/threats.
- Act as an ambassador for Recruitment and Retention, providing feedback and client response to initiatives.
- Participate in the annual referee upgrade decision process.
- Other tasks, as arranged with the RDT or MOR



### **Educational Development Program**

- Liaise with the Education and Instructor Program and MOR to ensure that instructors are provided with training in effective delivery methods for all instructional material.
- Liaise with the Assessment Program and MOR to ensure that assessors are provided with training relating to effective delivery of post-game feedback and assessment report writing.
- Research best practices relating to modern learning strategies, including online and video resources.
- Liaise with all RDT to select officials for CSA competition requests, National Competitions in Alberta, CSA Provincial Upgrade Clinic and any other high-level appointments.
- Participate in the annual referee upgrade decision process.
- Participate in the annual planning process to establish goals, targets and strategic direction.
- Provide input into an annual evaluation of the program's strengths, weaknesses, opportunities and trends/threats.
- Act as an ambassador for Recruitment and Retention, providing feedback and client response to initiatives.
- Other tasks, as arranged with the RDT or MOR.

### **Recruitment and Retention Program**

- Liaise with RDO to establish and maintain a comprehensive recruitment process for new referees.
- Liaise with Assignment & Assessment programs to enhance the pool of referee instructors & assessors.
- Liaise with RDO to develop retention strategies for all levels of referees, instructors and assessors.
- Provide authorship for communications relating to recruitment & retention.
- Liaise with Assignment Program to ensure identification of officials for the 'provincial' list.
- Organize referee scouting programs at provincial competitions and local tournaments.
- Liaise with all RDT to select officials for CSA competition requests, National Competitions in Alberta, CSA Provincial Upgrade Clinic and any other high-level appointments.
- Participate in the annual referee upgrade decision process.
- Participate in the annual planning process to establish goals, targets and strategic direction.
- Provide input into an annual evaluation of the program's strengths, weaknesses, opportunities and trends/threats.
- Act as an ambassador for Recruitment and Retention, providing feedback and client response to initiatives.
- Other tasks, as arranged with the RDT or MOR.