



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

8123 Roper Road NW  
Edmonton, AB T6E 6S4



February 7, 2024

RE: Alberta Soccer Association Referee Development Lead

Alberta Soccer is excited to recruit for the position of Referee Development Lead. The successful candidate will be responsible for the ASA Referee Department and reports to the ASA Technical Director. This position is responsible for Referee programs, recruitment, retention and development throughout the province.

The Job Description is found below.

This is a full time position and compensation will be reflective of experience.

**Closing Date for Applications –when a suitable applicant is found**

Resumes are to be emailed to Cicero Viana [cviana@albertasoccer.com](mailto:cviana@albertasoccer.com) with the subject line “Alberta Soccer Referee Development Lead”

Any questions about the role can be submitted to Cicero Viana as listed above.

Sincerely,

Lisa Grant  
Executive Director  
[lgrant@albertasoccer.com](mailto:lgrant@albertasoccer.com)



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## Position Charter / Job Description

**Position Title:** Referee Development Lead

### PURPOSE OF POSITION

- Work alongside district volunteers on all referee issues, Laws of the Game and development
- Chair the Referee Committees
- Provide programs that will ensure match official recruitment, registration, retention, education, talent identification, promotion, training and development in Alberta
- To liaise with the Canadian Soccer Association (CSA) on all referee matters in Canada.

### PRIMARY WORKING RELATIONSHIPS:

#### 1. Reporting Relationship

The Referee Development Lead reports directly to the Technical Director and indirectly to the Executive Director.

#### 2. Working Relationship - Professional

- ASA Office Staff
- CSA Referee Program Manager

#### 3. Working Relationship - Volunteer

- Referee Committees
- ASA Referee Representative to the CSA
- CSA National Instructors/Assessors
- District Referee Assistants
- ASA Registered Referees
- ASA Sanctioned District/League/Community Representatives

### AUTHORITY

Within such limits as may be established together by the Technical Director in concert with the Executive Director and within the normal operational procedures and policies of the Association, the ASA Referee Development Lead, using sound business judgement, is empowered with the stewardship and accountability for their area of responsibility.

### ACTIVITIES/DUTIES

A. Referee Committee
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Referee Committees are to provide support and guidance in the area of Provincial Referee Development for the ASA Referee Program.



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- 1) Provide professional support, guidance, direction and recommendations to the Referee Committees relating to program development, planning and implementation

## B. Planning and Budgeting

In concert with the ASA Technical Director, Executive Director, and ASA Financial Manager, the Referee Development Lead is responsible for:

- 1) The preparation and quarterly monitoring of the annual and multi-year plans, as they relate to referee development, for inclusion in alignment with strategic goals set by the ASA Board of Directors
- 2) The preparation of the annual program budget, as it relates to referee development, for inclusion in the Association's annual budgeting process
- 3) Monitoring and controlling the approved budget, income and expenditures, as they relate to referee development programs
- 4) The preparation of the annual program evaluation and reporting documents

## C. Referee Development – Elite and Grassroots Program

- 1) Direct the implementation of ASA Referee Elite and Grassroots Development Programs, including the following:
  - Introductory referee certification courses
  - Regional and Provincial referee upgrade courses
  - Instructor and Assessor certification (and re-certification) courses
  - Over-all continuing education and training, enhancement clinics, workshops/symposiums and exchange opportunities
  - Fitness testing
- 2) Responsible for ensuring that District and Provincial referee development personnel are appropriately engaged in program delivery and to provide feedback into program evaluation. Ensure that an adequate number of course conductors are trained and appropriately qualified in Alberta to meet the Association's needs
- 3) Engage the CSA National Instructors/Assessors in course development
- 4) Responsible for the delivery of referee talent identification events for the recruitment of previous and new referees.
- 5) Responsible for the mentorship and development of referees for ASA Provincials and Leagues
- 6) Responsible for the delivery of referee development clinics to promote good practice and effective communication
- 7) Responsible for the implementation and maintenance of a referee mentoring program to support talented referees through the referee pathway

## D. Laws



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- 1) Liaise with the Referee Committees and the CSA, as required, in the provision of ASA rulings on the Laws of the Game
- 2) Liaise with CSA on other matters related to the Laws of the Game as requested

### E. Human Resources

- 1) In conjunction with the District Associations, screen, recruit and hire/appoint competent District Referee Assistants (DRA) as may be periodically required
- 2) Supervise the activities of the DRA program
- 3) Maintain a close relationship with DRAs to encourage adherence to standards and appropriate communication with the relevant District
- 4) In consultation with the Referee Committees, establish qualification standards for DRAs and ensure that effective program evaluation process is in place
- 5) Establish a positive, safe, healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees
- 6) Follow the performance planning and appraisal process
- 7) Participate in ongoing personal training and/or performance improvement plans as required

### F. Reporting

- 1) Participate in staff meetings and inform staff on productivity in defined areas of responsibility
- 2) Monitor and report on activities and provide relevant management information to Technical Director
- 3) Submit complete and accurate monthly reports, plans

Note: The Referee Development Lead will be required to undertake tasks and activities up to their level of competence associated with any of the above processes.

### KEY DELIVERABLES

- Meet and exceed duties outlined above.
- Sparring partner is the Technical Director
- Comply with all ASA provided policies and procedures.
- Responsible use of association assets.

### QUALIFICATIONS

- A. Education
  - a. Should have (or have had) a Provincial Level Referee License or higher for a minimum of 10 years.
  - b. Post-secondary education is a strong asset
- B. Knowledge, skills and abilities
  - a. Should have five (5) or more years' experience refereeing all levels of soccer
  - b. Should have experience refereeing in National and Provincial Competitions



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- c. Knowledge of current provincial challenges and opportunities relating to the mission of the Association
  - d. Proficiency in Microsoft Office is necessary (Outlook, Word, Excel, PowerPoint)
  - e. Must demonstrate the ability to work with volunteers in a not-for-profit environment
  - f. Knowledge of financial management is an asset
  - g. Superior communication skills are essential for this high profile position
  - h. Have the ability to work with minimal supervision
  - i. Strong presentation and public speaking skills
  - j. Must be well organized with excellent time management skills
- C. Working Conditions
- a. The Referee Development Lead will work from the ASA Office and remote in all ASA Districts
  - b. The Referee Development Lead will be required to work evening and weekend hours

### **PERSONAL CHARACTERISTICS**

- Should understand the importance of developing excellent membership relationships, both internally and externally
- Demonstrated professional and ethical behaviour
- Customer service orientation
- High level of accuracy
- Willingness to adapt to last minute changes
- Should have the ability to think creatively and implement new ideas