



ALBERTA SOCCER ASSOCIATION
LEAD, GOVERN AND EVOLVE

8123 Roper Road NW
Edmonton, AB T6E 6S4



February 7, 2024

RE: Alberta Soccer Association Referee Coordinator

Alberta Soccer is excited to recruit for the position of Referee Coordinator. The successful candidate will be responsible to support the Referee Development Lead and referee committees. This position is responsible to support Referee programs throughout the province and ensure appropriate game assignment to ASA Provincials and ASA Leagues .

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 with the subject line “Alberta Soccer Referee Coordinator”

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

Sincerely,

Lisa Grant
Executive Director
lgrant@albertasoccer.com



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Position Charter / Job Description

Position Title: Referee Coordinator

PURPOSE OF POSITION

- Work alongside district volunteers on all referee issues
- Work closely with the ASA staff assigned to the registration and course management duties for referees,
- Work closely with Referee Development Lead to ensure delivery of programs
- Work closely with the Program and Financial Coordinator to ensure timely financial management of Referee Department
- Work closely with the Referee Development Lead to assign ASA Referees to ASA Leagues

PRIMARY WORKING RELATIONSHIPS:

1. Reporting Relationship

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

2. Working Relationship - Professional

- ASA Office Staff

3. Working Relationship - Volunteer

- Referee Committee
- District Referee Assistants
- ASA Provincial 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 ASA Executive Director and within the normal operational procedures and policies of the Association, the ASA Referee Coordinator, using sound business judgement, is empowered with the stewardship and accountability for their area of responsibility.

ACTIVITIES/DUTIES

A. Referee Committees



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

- 1) Support Referee Development Lead as required
- 2) Facilitate and disseminate documentation and communications on behalf of the Referee Committees
- 3) Ensure advance over-all meeting arrangements are made for Referee Committee Meetings

B. Planning and Budgeting

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

- 1) Provide financial records for Accounts Payable and Receivable within the approved timelines stated by the ASA Financial Manager

C. Referee Development – Elite and Grassroots Program

- 1) Oversee scheduling, through appropriate contacts with the Referee Committees, District Referee Assistants and/or Referee Committee schedulers, for referee and assistant referee assignments regarding:
 - ASA Provincial Competitions
 - League1/AMSL/AYSL
 - USport
 - ACAC (College)
 - o Including Futsal
 - National Championships
- 2) Responsible for the delivery of referee development clinics material and information to promote good practice and effective communication

D. Laws

- 1) Ensure the timely distribution of FIFA correspondence, rulings and amendments relating to the Laws of the Game as provided by the CSA from time to time

E. Human Resources

- 1) Establish a positive, safe, healthy corporate/team environment that is conducive to high morale and satisfactory interaction between all employees
- 2) Follow the performance planning and appraisal process
- 3) Participate in ongoing personal training and/or performance improvement plans as required

F. Reporting



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- 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 Referee Development Lead

KEY DELIVERABLES

- Meet and exceed duties outlined above.
- Sparring partner is the Referee Development Lead
- 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
 - b. Post-secondary education is a strong asset
- B. Knowledge, skills and abilities
 - a. Should have experience refereeing all levels of soccer
 - b. Knowledge of current provincial challenges and opportunities relating to the mission of the Association
 - c. Proficiency in Microsoft Office is necessary (Outlook, Word, Excel, PowerPoint)
 - d. Must demonstrate the ability to work with volunteers in a not-for-profit environment
 - e. Knowledge of financial management is an asset
 - f. Superior communication skills are essential for this high profile position
 - g. Have the ability to work with minimal supervision
 - h. Strong presentation and public speaking skills
 - i. Must be well organized with excellent time management skills
- C. Working Conditions
 - a. The Referee Coordinator will work primarily from the ASA Office in Edmonton
 - b. The Referee Coordinator on occasion 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