



Alberta Soccer – District Referee Assistant Profile

Updated November 18, 2025

Purpose:

The District Referee Assistant provides advice, implements local processes and strategic actions to ensure that all district associations have a core of well trained, capable, confident referees and assistant referees to meet the demands of local soccer programs.

The District Referee Assistant works with District Boards to ensure the overall health of the referee programs in the District. Support, both financial and material is provided by the Alberta Soccer Association through approved programs of the Referee Development Team.

The District Referee Assistant will fulfill the roles as applicable, drawn from the listing below, that are agreed to with their local District associations, and should be included in annual district referee program outcome expectations.

The position is compensated with an annual honorarium which is structured based on performance relating to the DRA Profile.

Appointment of District Referee Assistants:

- Any person interested in fulfilling the role of District Referee Assistant should contact a member of their District board to discuss possible nomination to Alberta Soccer.
- A representative of the District (president, vice president or executive director) will contact the Alberta Soccer Referee Development Lead to confirm the District's nomination.
- The nominee will be approved by the Referee Development Lead in consultation with the Alberta Soccer Executive Director.

Communication:

- Act as a conduit for all communication between ASA and the District (including district members) in all matters pertaining to officials.
- Act as a liaison between ASA and all officials within their district in regard to rule/law changes, clarifications or upcoming events/competitions.



- Represent ASA interests at their district meetings in regard to ASA referee policies, Laws of the Game, Rules of Indoor Soccer, instructional and promotional programs.
- Represent their District, and its officials, at the twice yearly RDC/DRA meetings.
- Submit an annual report of all duties carried out each year and submit that report prior to fiscal year ending October 31st to the Referee Development Committee. This report must be signed off by the District President (or in lieu of, a member of the executive).

Recruitment:

- Ensure that all active referees in their district are provincially registered and named on the Eligible List of Officials each year.
- In conjunction with District representatives, actively recruit candidate officials using available opportunities (tournaments, registration fairs, school Phys Ed programs etc.)
- Promote the practice and need for well qualified, trained officials within the district communities.

Education / Mentoring:

- Oversee the scheduling and organization of referee courses (Mini, Entry Level, Refresher and Conversion) within their district, in cooperation with district administrators, volunteers and staff.
- Identify potential candidates for upgrading & propose recommendations to the Referee Development Committee for the Regional upgrading program.
- Assess or mentor referees, assisting them to upgrade or improve their skills (if qualified).
- Implement mentoring and skills development strategies to promote growth in capabilities among District officials.



Scheduling:

- Assist the District Referee Assignor with appropriate scheduling of officials.
- Oversee and/or organize referees for all provincial competitions within their district, including verification with the Referee Development Officer of eligibility of officials to be assigned.
- Be available for duties, at all district-hosted provincials, as referee in chief, or nominate an alternate.
- Schedule, organize and oversee an annual fitness test in their district, with results reported to the Referee Development Officer.

Organizational:

- Represent their district officials at the RDT / DRA meetings.
- Works with the District Association to ensure adequate resourcing and focus for referee programs in the District.
- Facilitate additional requirements prescribed by their district executive as needed.

Personal Development:

- Maintain personal development within on-field and off-field areas.
- Achieve or work towards achieving district instructor, assessor or Ref Coach status.