



Regional Commissioner

Purpose

The AYSO volunteer position of Regional Commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the Region as described in Article III of the Standard Regional Guidelines within the framework of the AYSO operation regulations.

Specific Duties and Responsibilities

The Regional Commissioner is expected to perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission and National Programs in both specifics and spirit;
2. Collect and disburse fees in a fiscally responsible manner, maintain records and submit reports as required by the National Office;
3. Appoint, at a minimum, a CVPA, a Treasurer, a Registrar, a Safety Director, a Regional Coach Administrator, and a Regional Referee Administrator;
4. Publish Regional guidelines for the operation of AYSO within the Region which conforms to all provisions of the Standard Regional Guidelines;
5. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
6. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
7. Oversee dispute resolution within the Region pursuant to Article Nine of the guidelines and AYSO operating regulations;
8. Maintain oversight of the Regional Treasury by reviewing Region cancelled checks, bank statements, the National Accounting Program (NAP) reports, and periodically, internal financial control procedures in order to ensure fiscal responsibility.
9. Preside at all Regional Board Meetings;
10. Regional Commissioner or delegate attended at least one Area meeting or Area conference call that was offered during the past year; and
11. Maintain close liaison with the Area Director and the Section Director, and coordinate all extra-Regional activities through the Area Director.

Qualifications and Desired Skills

To be considered for the position of Regional Commissioner, the applicant must:

1. Annually submit an AYSO Volunteer Application form;

2. Pass the AYSO screening and background check;
3. Have good management, administrative and communication skills; and
4. Know the AYSO Vision, Mission and structure.

Supervision Protocols

While performing as the Regional Commissioner, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Area Director, and supervised indirectly by the Section Director; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Commissioner will devote about 9 hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Regional Commissioner is expected to participate in the following AYSO training, certification and continuing education opportunities:

1. Orientation by the Area Director;
2. eAYSO Training – 1 ¼ hours;
3. AYSO's Safe Haven – 2 hours;
4. Regional Commissioner and Board Member Orientation – 3 hours;
5. Regional Commissioner Training – 20 hours
6. Introductory Management Training – 4 ½ hours;
7. Dispute Resolution – 2 ½ hours; and
8. Annual Management Update – 1 ¼ hours.

Activity Locations

While performing the duties of Regional Commissioner, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director to hold or participate in activities in another location:

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Registrar

Purpose

The AYSO volunteer position of regional registrar is responsible for planning and implementation of annual registration of players and volunteers.

Specific Duties and Responsibilities

The regional registrar is expected to:

1. Maintain the region database;
2. Ensure that, for each registration event, there is a reconciliation of registration forms and fees charged balanced against monies collected, and confirm this with the treasurer (or designee) before the close of the event;
3. Verify that the treasurer has sent in payment to AYSO for the number of players registered;
4. Select and coordinate signup location(s);
5. Keep current count of registered players and volunteers;
6. Process late registrations and dropped players;
7. Maintain a waiting list for players who sign up after teams are balanced and filled;
8. Obtain and review current copy of the registrar's manual and follow procedures;
9. Order pre-printed forms from the National Support & Training Center for registrants who are unable to register online;
10. Attend monthly board meetings;
11. Communicate with the treasurer, regional equipment, uniform, and division coordinators regarding registration status;
12. Communicate with the volunteer recruitment and development worker; and

13. Keep information under lock and key.

Qualifications and Desired Skills

To be considered for the position of regional registrar, the applicant should:

1. Have some knowledge of region registration;
2. Have computer skills;
3. Be able to keep information confidential; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the regional registrar, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the regional commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a regional registrar is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional registrar, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional commissioner;

2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Registrar and Registration Day: A Survival Guide or Registrar I and II workshops; and
5. eAYSO training.

Activity Locations

While performing the duties of regional registrar, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned registration locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Treasurer

Purpose

The AYSO volunteer position of regional treasurer is intended to keep and safeguard all of the monies of the region and to have in their possession all of the region's cash investments, contracts, leases and any other valuable documents. The regional treasurer shall deposit all funds and securities in the name and to the credit of the region in an authorized bank or depository.

Specific Duties and Responsibilities

The regional treasurer is expected to:

1. Keep in appropriate books an accurate account of all money received and paid out;
2. Comply with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual;
3. Attend any and all registration days or assign volunteers who will attend and collect registration fees. Design a procedure for what will be done with the money during and after the registration process. The treasurer and the registrar should verify the amount of money that was collected in cash, checks and credit cards and reconcile the total amount against the number of registration made.
4. Write the appropriate account code on the face of each check;
5. Complete and send the NAP "monthly deposit report form" monthly to the National Support & Training Center;
6. Promptly pay the National Support & Training Center the national portion of the registration fees within 30 days of registering in eAYSO;
7. Give a report of the funds, receipts, and disbursements of the region annually or at such other times as requested by the regional commissioner or by the regional board;
8. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National Support & Training Center;
9. Deposit all the funds collected by the region in the region's checking account;

10. Obtain regional commissioner's or other signatory's signature (two signatures are required on every check) as required and issue checks to pay for the region's expenditures. All checks should be substantiated by a receipt, invoice, or other documentation;
11. Verify that the region has adopted written internal control procedures assuring adequate protection of regional assets;
12. Immediately notify the area director, section director, and the National Support & Training Center of any procedural violations or fiscal irregularities;
13. Assist the person who has been assigned the task of reviewing the region's books and records including the area director, section director or the regional auditor (if any);
14. Reconcile the checking and savings accounts each month and have a report for monthly regional board meetings;
15. File all receipts, invoices, or other documentation in alphabetical order, by payee, and save them for at least FIVE years. They are subject to audit by government regulatory agencies and the AYSO National Treasurer;
16. File the specified reports with the National Support & Training Center (including annual budget and monthly deposit report form);
17. Turn over all the AYSO checkbooks, , documentation, receipts, invoices, etc. to the regional commissioner when leaving the job;
18. On or before June 1 each year, assist the regional commissioner in the preparation of the annual budget (a copy of which will be submitted to the National Support & Training Center);
19. Review the region's monthly financial statement prepared by the National Support & Training Center. Ensure the accuracy of the region's financial statement and report any error to the National Support & Training Center immediately;
20. Publish the region's financial report to the regional membership (copy to the National Support & Training Center) before the region's last scheduled game of the season (through a newsletter, bulletin board, etc.);
21. Attend all board meetings, registration days, and coordinators' meetings; and
22. Develop investment and spending strategies to assist in long-term financial stability and value.

Qualifications and Desired Skills

To be considered for the position of regional treasurer, the applicant must:

1. Have skills in finance and accounting;
2. Be honest;
3. Be detail oriented; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the regional treasurer, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the regional commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a regional treasurer is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional treasurer, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Treasurer or Treasurer I and II workshops; and

5. eAYSO training.

Activity Locations

While performing the duties of regional treasurer, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. Registration day(s);
3. The annual Section Conferences;
4. Assigned registration locations;
5. Assigned field locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Auditor

Purpose

The AYSO volunteer position of Regional Auditor is intended to assist the Regional Commissioner in his/her fiduciary responsibilities to protect the organization's assets by monitoring, reviewing and reporting on Regional financial controls and records.

Specific Duties and Responsibilities

The Regional Auditor is expected to perform their duties consistent with the directions as detailed in the training, certification and continuing education provided by AYSO for this position including:

1. Review the Region's accounting practices and verify that they are in compliance with the AYSO Treasurer Manual requirements;
2. Check on a regular basis to verify that approved internal control procedures are being followed;
3. At least annually, or more frequently if requested, review the canceled checks, bank deposits, and bank transfers;
4. At least annually, or more frequently if requested, review the reconciliation of the Region's bank and savings accounts;
5. Periodically review the financial report prepared by the AYSO National Office (NAP report);
6. Periodically compare actual revenues and expenditures to the Region's annual budget and analyze any material variance; and
7. At least annually, or more frequently if requested, submit a report to the Area Director with a copy to the Regional commissioner.
8. At least annually, or more frequently if requested, meet with the Area Auditor; and
9. Upon request of the Executive Director, Chief Financial Officer, National Treasurer, A Section Director, An Area Director or any other Regional Commissioner, perform audit services at other places and at such times as needed, subject to personal availability;

Qualifications and Desired Skills

To be considered for the position of Regional Auditor, the applicant must:

1. Annually submit an AYSO Volunteer Application form;

2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Regional Auditor by the Region;
4. Have some managerial and financial experience; and
5. Have experience as a Regional Treasurer; In no instance may a volunteer serve as a Regional Auditor in the same Region where he/she served as a Treasurer unless and until an audit of the Region's finances has been completed by another AYSO Auditor appointed by the Regional Commissioner;

Supervision Protocols

While performing as the Regional Auditor, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Board; and supervised indirectly by the Area Director; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be the same gender as the group) present at all times, for the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Auditor will devote about 6 hours per month.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Assistant Regional Commissioner is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner;
2. AYSO's Safe Haven – 2 hours;
3. eAYSO Training – 1 ¼ hours;
4. Treasurer Training – 2 1/2 hours;
5. Auditor Training – 1 ¼ hours;

Activity Locations

While performing the duties of Assistant Regional Commissioner, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Safety Director

Purpose

The AYSO volunteer position of regional safety director is intended to be responsible for all aspects of the region's safety.

Specific Duties and Responsibilities

The regional safety director is expected to:

1. Use the AYSO Safety Director Manual to become the most knowledgeable person in the region regarding safety and insurance plans;
2. Be available and knowledgeable to answer questions from coaches, referees, and parents;
3. Attend regional board meetings and available seminars;
4. Provide for the distribution of AYSO's information flier on the SAI plan to each player's family;
5. Maintain the regional supply of SAI claim forms;
6. Inform regional staff about the SAI plan and procedures;
7. Provide information to parents and coaches regarding the proper way to file an SAI claim form;
8. Handle all reports of accidents and/or SAI claims;
9. In case of an accident, properly notify the regional commissioner within 24 hours;
10. Secure a Participation Release Form for seriously injured participants prior to their return to play;

11. Obtain liability insurance certificates for all facilities used by the region;
12. Evaluate need for regional equipment insurance;
13. Coordinate with the CVPA to implement the AYSO Safe Haven Program;
14. Oversee compliance of recommended adult-to-child supervision;
15. Inspect all field equipment to ensure it is in safe condition;
16. Ensure that all goalposts are properly anchored and do not have net hooks;
17. Ensure that AYSO policies regarding medical release forms, shin guards, and blood-borne diseases are disseminated to region officials;
18. Ensure that a reasonable number of first-aid kits are available at all playing sites;
19. Be responsible for advising regional participants of dangerous weather and other potentially unsafe conditions;
20. Make available safety information for all region members and families from such sources as AYSO Web site, www.soccer.org; and
21. Promote preventive programs.

Qualifications and Desired Skills

To be considered for the position of regional safety director, the applicant should:

1. Have some past experience with equipment, nets or fields;
2. Be organized; and
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the regional safety director, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the regional commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of

both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a regional safety director is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional safety director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. The Safety Director workshop.

Activity Locations

While performing the duties of regional registrar, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned registration locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Child and Volunteer Protection Advocate

Purpose

The AYSO volunteer position of Child and Volunteer Protection Advocate is intended to oversee the Child and Volunteer Protection Program in the Region in accordance with the AYSO Safe Haven program.

Specific Duties and Responsibilities

The Child and Volunteer Protection Advocate is expected to:

1. Support the AYSO Vision, Mission, National Safe Haven Office and Regional Commissioner in promoting and implementing the AYSO Safe Haven Program, in both specifics and spirit;
2. Ensure all potential Regional volunteers annually submit an AYSO volunteer application form and that approved volunteers are duly registered in eAYSO;
3. Screen all potential Regional volunteers annually and submit eligible names to the Regional Board for approval;
4. Serve as the Regional liaison with the AYSO National Safe Haven Office;
5. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, and state provisions for the reporting of child abuse and neglect;
6. Serve as a resource and/or a facilitator to Region members on the requirements for good faith reporting of abuse to law enforcement and child welfare agencies;
7. Enforce AYSO's protocols to protect volunteer identities, privacy and privileged information;
8. Ensure that the Region has available the written position descriptions for each volunteer filling a Regional position;
9. Work Regional Commissioner, Coach and Referee Administrators to ensure an annual review is held on child and volunteer protection responsibilities;
10. Promote the standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program.

Qualifications and Desired Skills

To be considered for the position of Child and Volunteer Protection Advocate, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as CVPA by the Region;

4. Must have discretion as well as strong administrative and organizational skills;
5. Understand and implement requirements and recommendations as specified in the Child and Volunteer Protection Advocate training and certification.

Supervision Protocols

While performing as the Child and Volunteer Protection Advocate, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the Regional Commissioner; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the CVPA will devote about 120 hours per year.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Child and Volunteer Protection Advocate is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner – 1 ½ hours.
2. AYSO's Safe Haven – 2 hours.
3. Child and Volunteer Protection Advocate Training – 2 hours.
4. Child and Volunteer Protection Advocate Annual Updates – 1 1/4.
5. eAYSO Training.

Activity Locations

While performing the duties of Child and Volunteer Protection Advocate, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Coach Administrator

Purpose

The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.

Specific Duties and Responsibilities

The regional coach administrator is expected to:

1. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
2. Work with other administrators of the region (regional commissioner, registrar, and division coordinators) to ensure there are enough coaches to support the size of the region;
3. Ensure that each coach or assistant coach (a) registers to be a volunteer via eAYSO; or (b) completes a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines and that they are properly registered;
4. Participate in team formation as needed to ensure the tenets of AYSO are followed;
5. Coordinate a pre-season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented;
6. See that U-6, U-8, U-10, and U-12 Coach Courses are conducted for all new coaches;
7. Work with the area coach trainer in scheduling Intermediate Coach Courses for coaches who are certified as U-12 coaches with one to three years of coaching experience;
8. Work with the section coach trainer in scheduling and publicizing Advanced Coach Courses as needed for coaches who are certified as Intermediate Coaches with four to five years of coaching experience;
9. Maintain a list of registered coaches, including their current certification level, by (a) downloading a printout from eAYSO; or (b) requesting a printout from the AYSO National Support & Training Center;
10. Provide in-season training opportunities and special events for coaches (specialized clinics, pizza night, etc.);

11. Contribute articles on coaching to the regional newsletter;
12. Assist the regional commissioner in handling any coaching related issues;
13. Participate in player ratings and extended season team formation as needed;
14. Maintain a regional library of coach training material;
15. Coordinate a post-season meeting of coaches (a) to secure player ratings to be used for team balancing in the next season; (b) to recognize contributions; and (c) to gather input for the following year (a list of coaches who will return, names of potential new coaches, etc.);
16. Attend the annual Section Conference and other Area/Section meetings as required throughout the year;
17. Be sure to use only AYSO registered and certified instructors in clinics and coaching courses;
18. Ensure that all coaching courses held within the region are properly registered with the National Support & Training Center; and
19. Ensure that rosters for all coaching courses held within the region are complete, legible, and sent to the National Support & Training Center in a timely manner after making a copy for the regional files.

Qualifications and Desired Skills

While performing as the regional coach administrator, the applicant must:

1. Have administrative management skills;
2. Have experience in program planning, implementing, and knowledge of the needs of the region;
3. Have previous coach experience at the regional level;
4. Have knowledge and unswerving commitment to the AYSO philosophies;
5. Have knowledge of AYSO guidelines for coaches;
6. Successfully pass a screening, including a background check;
7. Be detail oriented; and
8. Be a properly certified AYSO coach.

Supervision Protocols

While performing as the regional coach administrator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;

2. Under the overall authority of and directly supervised by the regional commissioner, and supervised indirectly by the Area coach administrator;
3. To maintain the recommended adult to child supervision ratio of 1: 8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities; and
4. Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game or the child leaves the immediate vicinity of the practice or game as prearranged by the parent to walk home or to a friend's or relative's house. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the child protection advocate for action. Each coach may establish a standing policy of where children may be picked up by late parents.

Time Commitment

The anticipated time commitment for a regional coach administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan: hrs.	Feb: hrs.	Mar: hrs.	Apr: hrs.	May: hrs.	Jun: hrs.
Jul: hrs.	Aug: hrs.	Sep: hrs.	Oct: hrs.	Nov: hrs.	Dec: hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional coach administrator, AYSO will offer the following educational opportunities that the Regional Coach Administrator is expect to take advantage of and participate in, as appropriate:

1. Orientation by the regional commissioner;
2. AYSO Safe Haven Coach Certification;
3. Coach Administrator Training;
4. Introductory Management Training;
5. Advanced Management Training; and
6. Various workshops at the annual Section Conference.

Activity Locations

While performing the duties of regional coach administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. Area meetings;
3. The annual Section Conference;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



Regional Referee Administrator

Purpose

The AYSO volunteer position of regional referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the regional level.

Specific Duties and Responsibilities

The regional referee administrator is expected to:

1. Support the AYSO National Referee Program in both specifics and spirit;
2. Ensure all referees within the region are appropriately registered in eAYSO annually by completing a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines;
3. Appoint a regional director of referee instruction and a regional director of referee assessment annually;
4. Ensure the consistent and accurate implementation of the AYSO National Referee Program within the region;
5. Assist the area referee administrator in the delivery of the AYSO National Referee Program, and support the regional commissioner with its implementation;
6. Verify certification requests for assistant referee, U-8 official and regional referee;
7. Be responsible for the scheduling of referees and assistant referees within the region, or delegate such task to another responsible volunteer or assistant, and coordinate such efforts with the region's scheduler of games;
8. Identify and train a successor;
9. Prepare an annual regional referee work plan and budget for submission to the regional commissioner (with a copy to the area referee administrator). The work plan will include goals and objectives for the upcoming year;

10. Maintain a list of all referees within the region currently registered in eAYSO, including contact information and current certification level;
11. Insure that important information relating to: law and rule interpretations and changes; clinics, courses and national, sectional, area and regional programs; and special events is communicated to the referees within the region;
12. Support and encourage the development of camaraderie, mutual support, esprit de corps, and uniformity of interpretation among referees by providing sufficient opportunities for social interaction;
13. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
14. Promote referee welfare within the region;
15. Monitor referee activities within the region;
16. Coordinate the assignment of referees at regional playoffs and special events;
17. Represent the region at area meetings;
18. Provide assistance to the referees in interpretation of the FIFA Law, national, section, and area rules and regulations, and regional guidelines;
19. Advise the regional commissioner and staff on matters pertaining to refereeing;
20. Maintain liaison with area referee administrator for general administrative questions; and
21. Cooperate with the area referee administrator as necessary.

Qualifications and Desired Skills

To be considered for the position of regional referee administrator, the applicant must:

1. Successfully pass a screening, including a background check;
2. Annually submit a Volunteer Application Form and be approved as a volunteer in an AYSO region;
3. Complete Referee Administrator Training;
4. Complete AYSO Safe Haven Referee Certification;
5. Have administrative management skills;

6. Have experience in program planning, implementing, and knowledge of the needs of the region;
7. Have acknowledged, unswerving commitment to the AYSO philosophy;
8. Be well familiar with the AYSO National Referee Program; and
9. Be detail-oriented.

Supervision Protocols

While performing as the regional referee administrator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. Under the overall authority of and directly supervised by the regional commissioner, and supervised indirectly by the area referee administrator; and
3. To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the coach and one of whom should be of the same gender as the group) present at all times. For the protection of both the children and the volunteer, no volunteer should permit himself or herself to be alone with any child or group of children (except his or her own) during AYSO-sponsored activities.

Time Commitment

The anticipated time commitment for a regional referee administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

Jan:	hrs.	Feb:	hrs.	Mar:	hrs.	Apr:	hrs.	May:	hrs.	Jun:	hrs.
Jul:	hrs.	Aug:	hrs.	Sep:	hrs.	Oct:	hrs.	Nov:	hrs.	Dec:	hrs.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of regional referee administrator, AYSO will offer the following referee educational opportunities that regional referee administrators are expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional commissioner;
2. AYSO referee certification;
3. Referee Administrator Update;
4. Referee Administrator, Instructor and Assessor Update;

5. Annual Referee Update;
6. Introductory Management Training;
7. Advanced Management Training; and
8. Various referee track workshops at the annual Section Conferences.

Activity Locations

While performing the duties of regional referee administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. Area meetings;
3. Section Conferences;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.