



Assistant Regional Coach Administrator

Purpose

The AYSO volunteer position of assistant regional coach administrator is intended to help the regional coach administrator with administrative work.

Specific Duties and Responsibilities

The assistant regional coach administrator is expected to:

1. Work with the regional coach administrator to ensure there are enough coaches to support the size of the region;
2. Assist in team formation as needed;
3. Assist in coordinating a pre-season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented;
4. Assist the regional coach administrator to ensure that a U-6, U-8, U-10, or Youth Coach Course is conducted for all new coaches;
5. Assist the coach administrator in providing in-season training opportunities (specialized clinics, pizza night, etc.);
6. Assist in leadership and be an active role model exemplifying the AYSO culture and philosophies;
7. Assist in contributing articles on coaching to the regional newsletter when possible;
8. Assist the coach administrator in handling any coaching related problems;
9. Participate in player ratings and extended season team formation as needed; and
10. Work with the regional coach administrator to ensure only AYSO properly certified instructors are used in clinics and coaching courses.

Qualifications and Desired Skills

To be considered for the position of assistant regional coach administrator, the applicant should:

1. Be a good administrator; and
2. Be organized.

Supervision Protocols

While performing as the assistant 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 coach administrator, and supervised indirectly by the regional commissioner;
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 an assistant regional coach administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional coach administrator:

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 assistant regional coach administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional coach administrator;

2. Various coach track workshops at the annual Section Conferences;
3. Introductory Management Training;
4. Intermediate Management Training;
5. AYSO Safe Haven Coach Certification; and
6. AYSO Safe Haven Program.

Activity Locations

While performing the duties of assistant 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. The annual Section Conferences;
3. Regional sponsored events;
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.