



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 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, National Programs and Regional Commissioner in the promotion and implementation of the Regional Referee Program in both specifics and spirit;
2. Support and ensure the consistent and accurate implementation of the AYSO National Referee Program within the Region;
3. Appoint, train and support a Regional Director of Referee Instruction and a Regional Director of Referee Assessment;
4. Ensure all referees within the Region annually complete and submit a Volunteer Application Form;
5. Verify certification requests for Assistant Referee, U-8 Official and Regional Referee;
6. Serve as member of the Regional Board of Directors and provide advice and recommendations on matters pertaining to refereeing; and
7. Manage the routine day to day business of the Regional Referee Program (Recruiting, Retaining, Training, Team Balancing, Evaluating, Budgeting, etc).

Qualifications and Desired Skills

To be considered for the position of Regional Referee Administrator 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 Referee Administrator by the region;
4. Have good management, administrative and communication skills; and

**Qualifications and Desired Skills**

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Complete Referee Administrator Training;
4. Have experience as a Regional Referee Administrator;
5. Have administrative management skills;
6. Have experience in program planning, implementing, 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 Area 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 Area Director, and supervised indirectly by the Section 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 Area Referee Administrator is a full year. Time commitment will vary depending on Area size and length of playing season(s). The Area Referee Administrator will devote at least ___ hours per week per playing season.

Orientation, Training, Certification, and Continued Education Provided

To prepare a volunteer for the position of Area Referee Administrator, AYSO will offer the following Referee educational opportunities that Area Referee Administrators are expected to take advantage of and participate in, as appropriate.

1. Orientation by the Area Director;
2. AYSO's Safe Haven;
3. Referee Administrator Training;
4. Annual Referee Update;
5. Referee Administrator, Instructor and Assessor Update;
6. Introductory Management Training; and
7. Advanced Management Training.

Activity Locations

While performing the duties of Area Coach Administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area Director to hold activities in another location.

1. Area sponsored events;
2. Annual Section Conferences;
3. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.