



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. Work with other administrators of the region (regional commissioner, registrar, and age group coordinators) to ensure there are enough coaches to support the size of the region;
2. Participate in team formation as needed;
3. Coordinate a pre-season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented;
4. See that a U-6, U-8, U-10, or Youth Coach Course is conducted for all new coaches;
5. Assist the area coach trainer in scheduling an Intermediate Coach Course for coaches who are certified as a youth coach with one to three years of coaching experience;
6. Support the section coach trainer in scheduling an Advanced Coach Course as needed for coaches who are certified as an intermediate coach with four to five years of coaching experience, and publicize the course;
7. Request a printout of registered coaches for a reference from the AYSO National Support and Training Center;
8. Provide in-season training opportunities (specialized clinics, pizza night, etc.);
9. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
10. Contribute articles on coaching to your regional newsletter when possible;
11. Assist the regional commissioner in handling any coaching related problems;

12. Participate in player ratings and extended season team formation as needed;
13. Maintain a regional library of coach training material; Coordinate a post-season meeting of coaches to recognize contributions and gather input for the following year (i.e. a list of coaches who will return, names of potential new coaches);
14. Attend the Section Meeting and other area/Section Meetings as required throughout the year; and
15. Be sure to use only AYSO registered regional teachers and certified instructors in clinics and coaching courses.

Qualifications and Desired Skills

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

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

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; and
3. To maintain the recommended 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 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. It is the duty of the volunteer to attend these sessions.

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

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 Meetings;
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.