



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.