



AYSO **safe haven**



Section Management Administrator

Purpose

The AYSO volunteer position of section management administrator is intended to implement, monitor and maintain the AYSO National Management Program including program delivery, staff development, communication and coordination within the section.

Specific Duties and Responsibilities

The section management administrator is expected to:

1. Maintain an accurate listing of trained Basic, Advanced, and National management instructors within the section;
2. Provide management training opportunities and assistance at the area and regional level where needed;
3. Identify and train a successor;
4. Prepare an annual section management training plan and budget for submittal to the section director. The training plan will include goals and objectives for the upcoming year;
5. Disseminate information as appropriate to the section director, area directors, regional commissioners and regional board members;
6. Coordinate the assignment of management instructors at Section Conferences with the section director;
7. Maintain liaison with the national management administrator and the National Management Advisory Commission Chairperson for general administrative purposes;
8. Advise the section director, area directors and regional commissioners and their staff on matters pertaining to management training;
9. Work with the section referee and coach administrator to develop an integrated training plan for the section and to ensure the section provides instructor training for all disciplines.

10. Prepare and distribute an activity report to the section director, National Management Advisory Commission and national management administrator at the Spring Workshop and the Fall Section Staff Meeting.

Qualifications and Desired Skills

To be considered for the position of section management administrator, the applicant should:

1. Have demonstrated administrative abilities;
2. Have experience in program planning and implementation;
3. Have demonstrated management knowledge, skills and abilities;
4. Be an Advanced management instructor;
5. Have knowledge of the management training needs of the section;
6. Have acknowledged, unswerving commitment to the AYSO Philosophies; and
7. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the section management 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 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 Section Management Administrator 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 section management administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the section director:

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 section management administrator, 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 section director;
2. AYSO Safe Haven Program;
3. Section Conferences, section planning meeting and section staff meetings;
4. Introductory Management Training;
5. Advanced Management Training;
6. Advanced Management Instructor Training; and
7. Other management training (treasurer, registrar, etc).

Activity Locations

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

1. Section, area and region staff meetings;
2. The annual Section Conferences;
3. Assigned training and instructional locations;
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.