



Section Referee Administrator

Purpose

The AYSO volunteer position of section referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the sectional level.

Specific Duties and Responsibilities

The section referee administrator is expected to:

1. Support the AYSO National Referee Program in both specifics and spirit;
2. Appoint a section director of referee instruction and a section director of referee assessment annually, and coordinate their activities within the section;
3. Verify certification request for national referees.
4. Give orientation to area referee administrators within the section;
5. Identify and train a successor;
6. Prepare an annual section referee administrator action plan that includes goals and objectives for the upcoming year;
7. Prepare an annual section referee budget for submittal to the section director (with a copy to the chairman, National Referee Advisory Commission);
8. Insure that important information referee related Law and rule interpretations, Law and rule changes, clinics and courses, national and sectional programs, and special events is disseminated to area referee administrators within the section;
9. Conduct at least four face-to-face or teleconference meetings annually with the area referee administrators within the section. These meetings shall mainly be for the purpose of ensuring area referee administrators' familiarity with existing programs and resources, informing them of new and revised programs, and assisting them with planning and implementing the AYSO National Referee Program within their area;
10. Promote referee welfare within the section;

11. Monitor referee activities within the section;
12. Represent section referee administration by providing input to the National Referee Advisory Commission;
13. Provide assistance to areas and regions in interpretation of the FIFA Laws and national and sectional rules and regulations; and
14. Advise the section director and staff on matters pertaining to refereeing.

Qualifications and Desired Skills

To be considered for the position of section referee administrator, the applicant must:

1. Successfully pass a screening, including a background check;
2. Annually submit a Volunteer Application Form and be approved as a volunteer in an AYSO region;
3. Complete Referee Administrator Training;
4. Complete AYSO Safe Haven Referee Certification;
5. Have experience as a area referee administrator;
6. Have administrative management skills;
7. Have experience in program planning, implementing, and knowledge of the needs of the region;
8. Have acknowledged, unswerving commitment to the AYSO philosophy;
9. Be well familiar with the AYSO National Referee Program;
10. Be detail-oriented; and
11. Have acknowledged, unswerving commitment to the AYSO Philosophies.

Supervision Protocols

While performing as the section 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 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 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 section referee 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 referee administrator, AYSO will offer the following referee educational opportunities that section referee administrators are expected to take advantage of and participate in, as appropriate.

1. Orientation by the section director;
2. AYSO Safe Haven Referee Training;
3. Referee Administrator Training;
4. Annual Referee Update;
5. Referee Administrator, Instructor and Assessor Update;
6. Referee Administrator Update;
7. Introductory Management Training; and
8. Advanced Management Training.

Activity Locations

While performing the duties of section referee 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 staff meetings;
2. The annual Section Conferences;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.