



Referee Scheduler

Purpose

The AYSO volunteer position of referee scheduler is intended to schedule referees for primary season games, post season play, and tournaments.

Specific Duties and Responsibilities

The referee scheduler is expected to:

1. Support the AYSO National Referee Program in both specifics and spirit;
2. Work with the regional referee administrator to produce a master schedule in advance of games being played;
3. Maintain a list of available referees and their qualifications;
4. Maintain a master referee schedule as needed for regular season play, post season play, or tournament; and
5. Resolve schedule conflicts.

Qualifications and Desired Skills

To be considered for the position of referee scheduler, 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 AYSO Safe Haven Referee Certification,
4. Have access to a computer and a printer;
5. Have technical skills to develop and manage spreadsheets and/or computerized scheduling programs: and

6. Have the skills to match referee ability with level of play anticipated.

Supervision Protocols

While performing as the referee scheduler, 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 referee administrator, and supervised indirectly by the regional commissioner; 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 referee scheduler is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee administrator:

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 referee scheduler, AYSO will offer the following referee educational opportunities that referee schedulers are expected to take advantage of and participate in, as appropriate.

1. Orientation by the regional referee administrator;
2. AYSO Referee Certification; and
3. Various referee track workshops at the annual Section Conferences.

Activity Locations

While performing the duties of referee scheduler, 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. 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.