



AYSO **safe haven**



Assistant Regional Referee Administrator

Purpose

The AYSO volunteer position of assistant regional referee administrator is intended to help the regional referee administrator with administrative work.

Specific Duties and Responsibilities

The assistant regional referee administrator is expected to:

1. Support the AYSO National Referee Program in both specifics and spirit;
2. Assist in contacting referees for trainings;
3. Provide leadership and be an active role model exemplifying the AYSO culture and its philosophies;
4. Assist in scheduling referees for games;
5. Prepare letters and mailings;
6. Schedule meetings with the referees within the region;
7. Assist in recruiting referees; and
8. Perform other administrative duties as assigned by the regional referee administrator.

Qualifications and Desired Skills

To be considered for the position of assistant regional 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 AYSO Safe Haven Referee Certification;

4. Be competent with a computer;
5. Have access to a personal computer with a printer;
6. Have good organization skills; and
7. Have the ability to deal with a large number of volunteers.

Supervision Protocols

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

1. Orientation by the regional referee administrator;
2. Referee Administrator Training;
3. AYSO Referee certification;

4. Various referee track workshops at the annual Section Conferences;
5. Introductory Management Training; and
6. Advanced Management Training.

Activity Locations

While performing the duties of assistant regional referee 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. The annual Section Conferences;
3. Regional sponsored events;
4. Assigned field locations;
5. Assigned classroom locations;
6. AYSO approved clinics; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.