



## **Area Coach Administrator**

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### **Purpose**

The AYSO volunteer position of area coach administrator is intended to support the area coaching staff.

### **Specific Duties and Responsibilities**

The area coach administrator is expected to:

1. Organize and train regional coach administrators;
2. Assist regional commissioners recruit regional coach administrator;
3. Conduct orientations to regional coach administrators;
4. Maintain a current list of regional coach administrators and submit a copy annually to the area director and the section coach;
5. Conduct a minimum of four meetings a year with the regional coach administrators;
6. Establish area coaching goals and objectives annually;
7. Prepare an annual coaching course schedule and submit to the area director and the section coach administrator;
8. Prepare an annual budget and submit to the area director and the section coach administrator;
9. Attend the Section Meeting and other section functions;
10. Identify and train a successor;
11. Appoint and train an area coach trainer and coordinate his/her activities within the area;
12. Work closely with the area director, area referee administrator;
13. Advise the area director on all coaching matters; and

14. Report to the section coach administrator and the AYSO national coach.

**Qualifications and Desired Skills**

To be considered for the position of area coach administrator, the applicant should:

1. Have experience as a regional coach administrator;
2. Have administrative abilities;
3. Have knowledge of the area needs; and
4. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies.

**Supervision Protocols**

While performing as the area 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 area director, and supervised indirectly by the section coach administrator; 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 area coach administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the section coach 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 area coach administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section coach administrator;

2. Area staff training offered at Section Meetings;
3. AYSO Safe Haven Coach Certification Course;
4. Introductory Management Training;
5. Coach workshops at the annual Section Meeting; and
6. AYSO Safe Haven Program.

### **Activity Locations**

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

1. The annual Section Meeting;
2. Assigned field locations;
3. Assigned classroom locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.