



## Regional Referee Administrator

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### Purpose

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

### Specific Duties and Responsibilities

The regional referee administrator is expected to:

1. Ensure that each referee, assistant referee, and youth referee (a) registers to be a volunteer via eAYSO; or (b) completes a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines and that they are properly registered;
2. Appoint a regional director of referee instruction to assist in planning and implementing referee and assistant referee orientations, clinics and other training programs in accordance with the AYSO National Referee Program and to coordinate such efforts with area and/or section staff;
3. Appoint a regional director of referee assessment to assist in administering the certification component of the AYSO National Referee Program and to coordinate such efforts with area and/or section staff;
4. Assist the area referee administrator in the delivery of the AYSO National Referee Program, and support the regional commissioner with its implementation;
5. Be responsible for the scheduling of referees and assistant referees within the region, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the region's scheduler of games;
6. Identify and train a successor;
7. Prepare an annual regional referee work plan and budget for submission to the regional commissioner (with a copy to the area referee administrator). The work plan will include goals and objectives for the upcoming year;

8. Maintain a current list of all referees within the region, including their current certification level. (Copies of this list are to be submitted at least annually to the area referee administrator);
9. Insure that important information relating to law and rule interpretations and changes, clinics and courses, national, sectional, area and regional programs, and special events is disseminated to the referees within the region;
10. Support and encourage the development of camaraderie, mutual support, esprit de corps, and uniformity of interpretation among referees by providing sufficient opportunities for social interaction;
11. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
12. Promote referee welfare within the region;
13. Monitor referee activities within the region;
14. Coordinate the assignment of referees at regional playoffs and special events;
15. Represent the region at area meetings;
16. Provide assistance to the referees in interpretation of the FIFA Law, national section, area rules and regulations, and regional guidelines;
17. Advise the regional commissioner and staff on matters pertaining to refereeing;
18. Maintain liaison with area referee administrator for general administrative questions; and
19. Cooperate with the area referee administrator as necessary; and
20. Support the AYSO National Referee Program in both specifics and in spirit.

### **Qualifications and Desired Skills**

To be considered for the position of regional referee administrator, the applicant should:

1. Have administrative management skills;
2. Have experience in program planning, implementing, and knowledge of the needs of the region;

3. Have previous referee experience at the regional level;
4. Have acknowledged, unswerving commitment to the AYSO philosophy;
5. Have knowledge of AYSO national guidelines for referees;
6. Be detailed oriented; and
7. Be a certified AYSO referee.

**Supervision Protocols**

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

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 regional referee administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. AYSO Safe Haven Program;

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

### **Activity Locations**

While performing the duties of 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. Area meetings;
3. Section meetings;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.