



Area Referee Administrator

Purpose

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

Specific Duties and Responsibilities

The area referee administrator is expected to:

1. Appoint an area director of referee instruction and an area director of referee assessment annually and coordinate their activities within the area;
2. Give orientations to referee administrators within the area;
3. Identify and train a successor;
4. Prepare an annual area referee work plan that includes goals and objectives for the upcoming year;
5. Prepare an annual area referee budget for submittal to the area director (with a copy to the section referee administrator);
6. Maintain a current list of all referees within the area, including their current grade level. (Copies of this list are to be submitted at least once a year to the section referee administrator.);
7. Insure that important information relating to law and rule interpretations, law and rule changes, clinics and courses, and national, sectional, and area programs and special events are disseminated to the regional referee administrators with the area;
8. Conduct at least four meetings annually with the regional referee administrators within the area. These meetings shall be mainly for the purpose of ensuring the regional referee administrators familiarity with existing programs and resources, informing them of new and revised programs, and assisting them to plan and implement the AYSO National Referee Program within their region. One of the meetings shall be at an appropriate time and place before the annual Section Meeting, possibly at the Section Meeting planning

session, and one at the Section Meeting. The remaining two may be conducted by telephone;

9. Promote referee welfare within the area;
10. Monitor referee activities within the area and regions;
11. Coordinate the assignment of referees at area playoffs and special events;
12. Maintain a current roster of regional referee administrators within the area. (Copies of this roster are to be submitted at least once a year, to the section referee administrator);
13. Represent the area at all section events and attend the annual Section Meeting;
14. Provide assistance to the regions in interpretation of the FIFA Law and national, sectional, and area rules and regulations;
15. Provide leadership and be an active role model exemplifying the AYSO culture and its philosophies;
16. Advise area director and staff on matters pertaining to refereeing; and
17. Report to the section referee administrator and the AYSO National Referee Administrator.

Qualifications and Desired Skills

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

1. Have experience as a regional referee administrator;
2. Have administrative abilities;
3. Have experience in program planning and implementation, management skills, and knowledge of the needs of the area; and
4. Have acknowledged, unswerving commitment to the AYSO philosophy.

Supervision Protocols

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

1. Orientation by the area director;
2. Area staff training at the annual Section Meeting;
3. AYSO Safe Haven Program;
4. Introductory Management Training;
5. Intermediate Management Training; and
6. Advanced Management Training.

Activity Locations

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

1. Area meetings
2. Section staff meetings;
3. Assigned field locations;
4. Assigned classroom locations;

5. The annual Section Meeting; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.