



## Area Coach Administrator

### Purpose

The AYSO volunteer position of Area Coach Administrator is intended to oversee the training and administration of the National Coaching Program to all Regions within the Area. The Area Coach Administrator should ensure that the Regional coaching staff is adequate. Where deficiencies in qualified trainers exist at the Region level, the Area staff should assist in conducting the needed coach and coach instructor training.

### Specific Duties and Responsibilities

The Area Coach Administrator is expected to:

1. Provide leadership and be an active role model exemplifying the AYSO culture, philosophies and National Coaching Program;
2. Conduct orientation for new Regional Coach Administrators;
3. Provide on-going training and support to Regional Coach Administrators;
4. Maintain a current list of Regional Coach Administrators and submit a copy annually to the Area Director and Section Coach Administrator;
5. Maintain frequent communication with Regional Coach Administrators in order to establish the coaching needs, goals and objectives of the Area;
6. Prepare an annual coach training schedule and submit to the Area Director and the Section Coach Administrator. Assure that an Intermediate Coach course and Coach Instructor course is offered annually within the Area;
7. Prepare an annual budget and submit to the Area Director and the Section Coach Administrator;
8. Appoint and train an Area Coach Trainer and coordinate their activities within the Area;
9. Work closely with the Area Director and Area Referee Administrator;
10. Advise the Area Director on all coaching matters;
11. Report to the Section Coach Administrator and the AYSO National Coach;
12. Ensure that rosters for all coaching courses held within the Area are entered in eAYSO and submitted with sixty (60) days after the completion of the course;
13. Lead Coach Administrator training at the annual Section EXPO; and
14. Identify and train a successor.

### Qualifications and Desired Skills

To be considered for the position of Area Coach Administrator, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as Area Coach Administrator by the Area;
4. Have experience as a Regional Coach Administrator and knowledge of Area needs;
5. Have administrative abilities in program planning and implementation and be detailed oriented;
6. Have knowledge and unswerving commitment to the AYSO philosophies;
7. Have knowledge of AYSO guidelines for coaches as established by the AYSO National Coaching Program;
8. Be a properly certified and trained AYSO coach.

## **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;
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; and
4. Once the head coach has assumed charge of the children on his or her team, he or she remains responsible until a duly designated adult has taken charge of each child after practice or a game or the child leaves the immediate vicinity of the practice or game as prearranged by the parent to walk home or to a friend's or relative's house. No child shall be left unsupervised after a game or practice. Parents who are unreasonably late or consistently tardy should be reported to the Child Protection Advocate for action. Each coach may establish a standing policy of where children may be picked up by late parents

## **Time Commitment**

The anticipated time commitment for Area Coach Administrator is a full year. Time commitment will vary depending on Area size and length of playing season(s). The Area Coach Administrator will devote at least \_\_\_\_ hours per week per playing season.

## **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 which volunteers are expected to take full advantage of and participate in, as appropriate:

1. Orientation by the Section Coach Administrator;
2. AYSO's Safe Haven;
3. Area staff training offered at Section EXPOs;
4. Regional Management Training; and
5. Various workshops at the annual Section EXPOs, particularly Coach Administrator training.

## **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 Director to hold activities in another location.

1. Area sponsored events;
2. Annual Section EXPOs;
3. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.