



## Section Tournament Administrator

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### Purpose

The AYSO volunteer position of section tournament administrator (STA) is an advocate for “More Soccer for More Kids.” The section tournament administrator works closely with the section director, the national tournament advisory commission and its designated member(s) to ensure that the national tournament advisory commission is responsive to the needs of their AYSO Section, Areas and Regions for tournament play and secondary programs. Through communication, education and coordination, the STA ensures compliance with the letter and spirit of the AYSO Tournament Handbook and AYSO’s governing documents.

The position of section tournament administrator is appointed by the section director based upon experience in soccerfests, playoffs, tournaments and similar events as an administrator, coach, or referee; and based upon demonstration of the skills and abilities necessary to encourage and develop secondary soccer programs for regions and areas in the section to ensure that players desiring more soccer experiences beyond the primary program have these opportunities.

### Specific Duties and Responsibilities

1. Promote the development of more secondary play opportunities throughout the section, areas and regions at area meetings, road shows, super camps and Section Conferences;
2. Enthusiastically promote fair and fun tournament play through education and guidance, helping others to understand the value and purpose of adhering to AYSO national tournament policies as directed by National Policy Statement 2.8 (a);
3. Promote and support the National Games and the section teams participating in this event;
4. Communicate and provide training opportunities for hosting tournaments in the section. Conduct tournament workshop training in the section as a qualified instructor. Train new regional and area tournament directors and other section volunteers in the tournament application process as well as tournament planning and execution;
5. Assist volunteers in the tournament application process as well as tournament planning and execution;
6. Assist in the planning of tournaments at the region and area levels. Assist with the organizing of any section sponsored soccerfests, playoffs or tournaments including the VIP Program;

7. Be part of the review and approval process for all tournament applications conducted in the Section with a scope of section, invitational, open invitational and international. Make recommendations to the national tournament advisory commission to improve the tournament process and procedures;
8. Be familiar with all tournament activity within the section and monitor for adherence to approved tournament applications and compliance with all appropriate AYSO guidelines, rules and regulations and national policies;
9. Set the section tournament calendar with approval from the area and section directors. Prepare the section tournament report and send it to the national director of tournaments or his/her designee on a monthly basis;
10. Monitor tournament websites within the section for compliance with AYSO guidelines, rules and regulations and national policies;
11. Visit tournaments within the section in show of support and monitoring for compliance;
12. Assist with the tournament newsletter by gathering and submitting articles to the national director of tournaments or his/her designee;
13. Make recommendations to the section director for changes and improvements to tournament and secondary program opportunities on an annual basis or as needed; and
14. Serve as a resource to individual regions and areas with regard to dispute or misconduct issues at tournaments conducted within the section as assigned or directed by the section director.

### **Qualifications and Desired Skills**

To be considered for the position of section tournament administrator, the applicant should:

1. Demonstrate administrative ability in tournament planning, implementation and management;
2. Be proficient in communication and in recognizing interpersonal skills;
3. Demonstrate an unswerving commitment to the AYSO Philosophies;
4. Be willing to work with the executive members of the section in the development of secondary soccer programs as needed and directed;
5. Be an advanced AYSO instructor; and
6. Successfully pass a screening, including a background check.

### **Supervision Protocols**

While performing as the section tournament administrator, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, guidelines and conflict of interest policies of AYSO;
2. Under the overall authority of the section director; and
3. Works closely with the assigned national tournament advisory commission and the national director of tournaments.

**Time Commitment**

The anticipated time commitment for a section tournament administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the section 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 section tournament administrator, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in as appropriate:

1. Orientation by the section director;
2. Orientation by the national director of tournaments;
3. Section tournament administrator training;
4. Introduction to Instruction;
5. Management instructor; and
6. Advanced management instructor.

**Activity Locations**

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

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