



## 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 perform their duties consistent with the directions as detailed in the training, certification, and continuing education provided by AYSO for this position including:

1. Support the AYSO Vision, Mission, National Programs and Regional Commissioner in the promotion and implementation of the Regional Referee Program in both specifics and spirit;
2. Support and ensure the consistent and accurate implementation of the AYSO National Referee Program within the Region;
3. Appoint, train and support a Regional Director of Referee Instruction and a Regional Director of Referee Assessment;
4. Ensure all referees within the Region annually complete and submit a Volunteer Application Form;
5. Verify certification requests for Assistant Referee, U-8 Official and Regional Referee;
6. Serve as member of the Regional Board of Directors and provide advice and recommendations on matters pertaining to refereeing; and
7. Manage the routine day to day business of the Regional Referee Program (Recruiting, Retaining, Training, Team Balancing, Evaluating, Budgeting, etc).

### **Qualifications and Desired Skills**

To be considered for the position of Regional Referee 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 Regional Referee Administrator by the Region;

4. Have good management, administrative and communication skills; and
5. Be well familiar with the AYSO National Referee Program, the AYSO Guidance for Referees and Coaches and the AYSO edition of the FIFA Laws of the Game.

### **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**

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Regional Referee Administrator will devote about 8 hours per week per playing season.

### **Orientation, Training, Certification, and Continued Education Provided**

To fully prepare for the position, the Regional Referee Administrator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner and Area Referee Administrator;
2. AYSO's Safe Haven – 2 hours;
3. Referee Administrator Training – 2 ½ hours
4. Annual Referee Update – 1 ¼ hours;
5. Regional Board Member Orientation – 3 hours;

### **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 or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.