



## **Area Referee Administrator**

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### **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. Support the AYSO National Referee Program in both specifics and spirit;
2. Appoint an area director of referee instruction and an area director of referee assessment annually;
3. Ensure the consistent and accurate implementation of the AYSO National Referee Program within the area;
4. Verify certification requests for intermediate referees and advanced referees.
5. Give orientations to referee administrators within the area;
6. Identify and train a successor;
7. Prepare an annual area referee administrator action plan that includes goals and objectives for the upcoming year;
8. Prepare an annual area referee budget for submittal to the area director (with a copy to the section referee administrator);
9. Ensure all area referee staff are appropriately registered in eAYSO annually by completing a volunteer application form in accordance with the National Support & Training Center applicable policies and guidelines;
10. Insure that important information relating to: Law and rule interpretations; Law and rule changes; and clinics, courses, and national, sectional, and area programs or special events is communicated to the regional referee administrators within the area;

11. 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 Conferences, possibly at the Section Conferences planning session, and one at the Section Conferences. The remaining two may be conducted by telephone;
12. Promote referee welfare within the area;
13. Represent the area at section referee events and attend the annual Section Conferences;
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. Provide information to the section referee administrator and the AYSO National Referee Advisory Commission as requested.

### **Qualifications and Desired Skills**

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

1. Successfully pass a screening, including a background check;
2. Annually submit a Volunteer Application Form and be approved as a volunteer in an AYSO region;
3. Complete Referee Administrator Training;
4. Complete AYSO Safe Haven Referee Certification;
5. Have experience as a regional referee administrator;
6. Have administrative management skills;
7. Have experience in program planning, implementing, and knowledge of the needs of the region;
8. Have acknowledged, unswerving commitment to the AYSO philosophy;

9. Be well familiar with the AYSO National Referee Program; and
10. Be detail-oriented.

**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 referee educational opportunities that area referee administrators are expected to take advantage of and participate in, as appropriate.

1. Orientation by the area director;
2. AYSO Safe Haven Referee Training;
3. Referee Administrator Training;
4. Annual Referee Update;
5. Referee Administrator, Instructor and Assessor Update;
6. Referee Administrator Update;

7. Introductory Management Training; and
8. 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 Conferences; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.