



Section Coach Administrator

Purpose

The AYSO volunteer position of section coach administrator is intended to oversee the training and administration of the National Coaching Program to all regions and areas within the section. The section coach administrator should ensure that the area coaching staff is adequate. Where deficiencies in qualified trainers exist in the region or area levels, the section staff should assist in conducting the needed coach and coach instructor training.

Specific Duties and Responsibilities

The Section 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 area coach administrators;
3. Provide on-going training and support to area and region coach administrators;
4. Maintain a current list of area and region coach administrators and trainers;
5. Maintain frequent communication with area coach administrators in order to establish the coaching needs, goals and objectives of all the regions and areas within the section;
6. Prepare an annual coach training schedule and submit to the section director and the national coach advisory commission representative. Assure that an Advanced Coach course and Advance Coach Instructor course is offered annually within the section;
7. Prepare an annual budget and submit to the section director;
8. Appoint and train a section coach trainer and coordinate their activities within the section;
9. Work closely with the section coach trainer, section director and section referee administrator;
10. Advise the section director on all coaching matters;
11. Report to the AYSO national coach and the national coach advisory commission;

12. Ensure that rosters for all coaching courses held within the section are entered in eASYO and submitted with sixty (60) days after the completion of the course;
13. Lead Coach Administrator training at the annual section conferences; and
14. Identify and train a successor.

Qualifications and Desired Skills

To be considered for the position of section coach administrator, the applicant must:

1. Have prior experience as a region and area coach administrator;
2. Have administrative abilities in program planning and implementation and be detailed oriented;
3. Have knowledge of the section needs;
4. Have knowledge and unswerving commitment to the AYSO philosophies;
5. Have knowledge of AYSO guidelines for coaches as established by the AYSO National Coaching Program;
6. Be a properly certified and trained AYSO coach.

Supervision Protocols

While performing as the section 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 section director, and supervised indirectly by the national coach advisory commission;
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 a Section coach 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 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 director;
2. Introductory Management Training;
3. Advanced Management Training; and
4. Various workshops at the annual Section Conferences,

Activity Locations

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

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