Coach Administrator Secretary

Purpose

The AYSO volunteer position of coach administrator secretary is intended to assist the regional coach administrator in organizing and informing coaches and assistant coaches.

Specific Duties and Responsibilities

The coach administrator secretary is expected to:

1. Assist with paper work and administrative tasks including clinics, tournaments, and coaching issues throughout the season;

2. Assist during registration, training in start of the season, and draft night; and

3. Follow the coach administrator lead to support the coaching staff.

Qualifications and Desired Skills

To be considered for the position of coach administrator secretary, the applicant should:

1. Be detail oriented;

2. Be dependable; and

3. Have some knowledge of computing.

Supervision Protocols

While performing as the coach administrator secretary, 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 coach administrator, and supervised indirectly by the regional commissioner;

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 administrator secretary 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 coach administrator secretary is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional coach administrator:

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 coach administrator secretary, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional coach administrator;

2. Board and Staff Introductory Certification (BASIC);

3. AYSO Safe Haven Program;

4. Section Conferences secretary workshop; and

5. Section Conferences coach administrator workshop.

Activity Locations

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

1. Assigned field locations;

2. Assigned classroom locations;

3. The annual Section Conferences;

4. Region board meetings; and

5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.