

Regional Management Administrator



Purpose

The volunteer Regional Management Administrator (RMA) implements, monitors, and maintains the AYSO National Management Program including program delivery, staff development, and communication and coordination within the Region.

Specific Duties and Responsibilities

1. Design an annual management training plan for the Region with a budget, implement and track the plan, and report to the Area Management Administrator (AMA) quarterly on its progress;
2. Coordinate with the AMA the delivery of management training at the regional level, and, for new regions, be a visible, active advocate for early and comprehensive management training;
3. Verify the status of your region-at-risk, assess the key issues, and work with the AMA to develop and implement a plan that leads to improvement.
4. Maintain an accurate listing of trained Basic, Advanced and National Management Instructors within the region;
5. Work with the regional referee and coach administrators to develop an integrated training plan for the region, provide instructor training for all disciplines, and promote the Regional Assessment Program;
6. Keep the regional commissioners, and their staff informed about AYSO management issues;
7. Attend scheduled meetings as necessary or arrange for a substitute to attend; and
8. Identify and train a successor.

Qualifications and Desired Skills

To be considered for the position of RMA, the applicant should:

1. Have demonstrated administrative abilities;
2. Have experience in program planning and implementation;
3. Have demonstrated management knowledge, skills and abilities;
4. Have acknowledged, unswerving commitment to the AYSO philosophy; and
5. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the Regional management 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 AMA; 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 Regional management administrator 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 a Regional management administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the AMA in consultation with 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 RMA, 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 AMA;
2. AYSO Safe Haven Program;
3. Section Conferences, Roadshows, Regional Planning Meetings and Regional Staff Meetings;
4. Introductory Management Training;
5. Advanced Management;
6. Other management training (Treasurer, Registrar, etc) ; and
7. Appropriate Instructor Training.

Activity Locations

While performing the duties of RMA, the volunteer is limited to the following locations, unless expressly authorized in writing by the Area and or Section Director to hold activities in another location:

1. Section, area and region staff meetings;
2. The annual Section Conferences;
3. Assigned training and instructional locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.