



## Section Director

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### Purpose

The AYSO volunteer position of Section Director is intended to be responsible for the general welfare, growth and administration within the Section. All Section Director activities and initiatives shall support and be in compliance with AYSO's philosophies and governing documents at all times.

### Duties and Responsibilities

The Section Director is expected to:

1. Oversee activities in the Section to ensure delivery of quality soccer programs to AYSO players in a manner consistent with the policies established by the National Board.
2. Provide, upon request, reports to the National Board of Directors (NBOD) that speak to the health of the Section.
3. Actively work with Section, Area and Regional volunteers and the National Office to expand AYSO by increasing players in existing Regions, expanding program offerings in the Regions, establishing new Regions and Areas and promoting AYSO programs in underdeveloped and underserved communities within the Section.
4. Ensure consistent, strong and regular two-way communication with the Area Directors in the Section, and ensure that consistent, strong and regular two-way communication is occurring between Area Directors and Regional Commissioners with budgetary support.
5. Educate and advocate for the initiatives developed by the NBOD to Area Directors, Regional Commissioners, other volunteers and public within the Sections, by articulating the NBOD policies and initiatives, their reasons, and the relevance to delivering quality programs to AYSO players and their families with budgetary support.
6. Organize and maintain a Section volunteer staff to assure adequate support and services to the Areas in the Section. At a minimum, this staff will include a Section Coach Administrator, a Section Management Administrator, a Section Referee Administrator, and a Section Treasurer.
7. Except as otherwise required by AYSO policy and procedures, be the official spokesperson of the Section in regard to AYSO matters that relate directly to the operation of the Section. The Coach, Management, and Referee Administrators shall be the official spokespersons with regard to the coach, management, and referee programs, respectively.
8. Identify and recruit sufficient instructors to support the training needs of the Section and the Areas, in conjunction with the efforts of the Coach, Management and Referee Administrators with

budgetary support.

9. Ensure that all Area Director candidates within the Section are nominated through the appropriate process and complete and forward recommendations for Area Director appointments to the NBOD through forms required by the National Office.
10. Provide and deliver a thorough orientation session to each new Area Director and ensure continuing designated training and support to Area level staff.
11. Proactively seek information on the performance of and conditions within Areas and Regions and AYSO United Programs. When these are not in compliance with AYSO National Rules & Regulations, Bylaws, Policies, Standard Regional Policies and Protocols (P&P's), or the AYSO version of IFAB Laws of the Game, the Section Director has the authority and responsibility to correct them. In the event the Section Director is unable to achieve the required results, he/she shall seek appropriate action by the NBOD or the National Office.
12. Review any Area guidelines, including interplay rules of competition, for consistency with bylaws, rules, regulations, policies, and philosophies of AYSO and seek guidance from the NBOD and National Executive Director, for clarification on matters of interpretation.
13. Review Regional P&P Addendums and Amendments (after review by Area Directors) to ensure compliance with National Rules & Regulations, Bylaws, AYSO policies, and the AYSO version of IFAB Laws of the Game.
14. Attend and participate in joint meetings with the NBOD when requested with budgetary support.
15. Attend and participate in the National Annual General Meeting (NAGM) with budgetary support.
16. Preside over the annual Section EXPO if it is being held. Section Director has the control and responsibility to ensure EXPOs meet the NBOD policies and strategic objectives including making the event as financially neutral as possible. Budget for the event shall be determined by the Section Director in accordance with the EXPO Memorandum of Understanding (MOU), and provided upon request.
17. Work collaboratively with the AYSO National Office to encourage, support and implement membership development (growth) efforts within the Section, in accordance with established procedures.
18. Call and preside over volunteer staff/planning meetings and communicate regularly with Section volunteers and Area Directors to plan Section activities, discuss/review problems and concerns, and to keep them apprised of National and Section programs, including but not limited to, with budgeting support for, visiting each Area in the Section not less than once each year.
19. Ensure that an annual calendar of Section and Area activities including clinics, events, playoffs, meetings and training dates is prepared and distributed in a timely fashion.
20. Act as fiduciary. The Section Director is responsible for the prudent and transparent handling of the funds that support Section's programs and activities, and for ensuring that AYSO financial guidelines are followed. Responsibilities include:
  - a. Ensuring that funds for normal, day-to-day operating costs for the Section (i.e. data plan, postage, supplies, mileage) are handled in a prudent manner.

- b. Establishing a Section discretionary account through Section soccer fests, tournaments, fund raisers, etc., in order to provide funding for additional services within the Section.
  - c. Ensuring that all Sections and Areas are using QuickBooks and Divvy and must include an annual budget and financial statement.
  - d. Assist Area Directors in establishing Area discretionary accounts to assist with day-to-day operating costs and additional funding for training delivered to the Regions.
  - e. Ensure that Section playoffs are entirely self-funded, and not supported by National funds.
  - f. Ensure that AYSO United Programs and AYSO Adult Programs are entirely self-funded and not supported by Regional, Area, or Section funds.
  - g. Allocate appropriate funds for staff and Area Directors' use, and
  - h. Submit written requests for additional funds in appropriate circumstances to the National Treasurer.
21. Administer Section playoffs, if held, or appoint an individual to oversee (Section Tournament Administrator).
  22. Review tournament applications for compliance with AYSO policies and guidelines, including pre and post P&E expenses (budgets that are required for approval), review any concerns with the appropriate parties, and submit complete signed copies to the National Office for approval.
  23. After due diligence, submit recommendations for approval of pilot programs to the National Office, and provide ongoing oversight and regular reports on such programs to the NBOD or its designee.
  24. Help Areas develop Inter-Area playing programs and the rules of their operation.

## **Qualifications and Desired Skills**

To be considered for the position of Section Director, the applicant should:

1. Have extensive administrative experience in AYSO, preferably as a Regional Commissioner and/or Area Director.
2. Be organized.
3. Be collaborative.
4. Demonstrate vision and integrity.
5. Have good written and verbal communication skills.
6. Have good administrative abilities.
7. Successfully pass a screening, including a background check.
8. Seek to improve leadership skills through all means offered.

## **Supervision Protocols**

While performing as the Section Director, 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 National Board of Directors.

## **Time Commitment**

The anticipated time commitment for a Section Director is three years. Time commitment will vary depending on Section size; the Section Director can expect **to volunteer an estimated 12 hours per week per year**. Meetings with the National Board of Directors are scheduled on multiple weekends throughout the year.

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

To prepare a volunteer for the position of Section Director, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate:

1. Section Director Training