



AYSO Management Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
Board & Staff Introductory Certification Course (BASIC)	This certification course presents information on the basics of the AYSO program and child & volunteer protection. <i>This is the certification course for all volunteers who fill AYSO Program Management/Board positions</i>	1.25 hours	None	Basic Management Instructor	Regional Commissioner
Introductory Management Training	This training course is designed to provide information to a new regional commissioner, regional coach administrator, regional referee administrator and other board members about general regional management and also job specific details that directly pertain to those positions.	4.5 hours	None	Advanced Management Instructor	Section Director or Section Management Administrator
Intermediate Management Training	This training course is designed to provide information to a regional commissioner, regional coach administrator, regional referee administrator and other board members who have been in position a year or longer about advanced job specific functions, regional management issues, materials, information, updates and new skills.	2.5 hours	Completion of the Introductory Management Course is recommended.	Advanced Management Instructor and Authorized by AYSO National Management Administrator	Section Director or Section Management Administrator
Advanced Management Training	This training course provides additional training for Regional and Area staff on effective handling of people and events. Topics include how to manage severe problems involving due process and hearing boards, as well as using the Regional and Area assessment criteria to implement total quality management in Regions and Areas.	2.5 hours	Completion of the Intermediate Management Course is recommended.	Advanced Management Instructor and Authorized by AYSO National Management Administrator	Section Director or Section Management Administrator
RC Orientation	This certification and training is presented to new regional commissioners to ensure they understand the duties and responsibilities of this position as an executive member	3 – 4 hours	None	Area Director	Area Director
Area Director Training	This certification and training course for new area directors is designed to provide a comprehensive review of the area director job and provide understanding of program management for area directors	3 days	Appointed Area Directors and selected program management personnel by invitation.	AYSO National Management Administrator Lead (or designated alternate). Instructors are selected by the AYSO National Management Administrator	AYSO National Management Administrator
Regional Board Member Training	This training course provides general regional management and job specific information and updates for all of the regional staff except the RC, RCA, RRA, CVPA, safety director, treasurer, or registrar.	1.25 hours	None	Intermediate Management Instructor SEE NOTE 1	Regional Commissioner



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Registrar Tier One	This training course is designed to provide the new regional registrar with information about the job, its duties, and requirements.	1.25 hours	None	Intermediate Management Instructor SEE NOTE 1	Area Director or Area Staff designated by the Area Director; or Section Director or Section Management Administrator
Registrar Tier Two	This training course is designed to provide the experienced regional registrar with information about advanced job specific functions, team building, being proactive in the position, warning signs, succession planning, setting goals and communication ideas for the second year and beyond.	1.25 hours	Completion of Registrar Tier One Course is recommended	Intermediate Management Instructor	Section Director or Section Management Administrator
Safety Director Tier One	This training course is designed to provide the new regional safety director with information about the job, its duties, and requirements.	1.25 hours	None	Intermediate Management Instructor SEE NOTE 1	Area Director or Area Staff designated by the Area Director; or Section Director or Section Management Administrator
Safety Director Tier Two	This training course is designed to provide experienced regional safety directors with information about advanced job specific functions, team building, being proactive in their positions, warning signs, succession planning, setting goals and communication ideas for the second year and beyond.	1.25 hours	Completion of Safety Director Tier One Course is recommended	Intermediate Management Instructor	Section Director or Section Management Administrator
Treasurer Tier One	This training course is designed to provide new regional treasurers with information about the job, its duties and requirements.	1.25 hours	None	Intermediate Management Instructor SEE NOTE 1	Area Director or Area Staff designated by the Area Director; or Section Director or Section Management Administrator
Treasurer Tier Two	This training course is designed to provide the experienced regional treasurers with information about advanced job specific functions, team building, being proactive in their positions, warning signs, succession planning, setting goals and communication ideas for the second year and beyond.	1.25 hours	Completion of Treasurer Tier One Course is recommended.	Intermediate Management Instructor	Section Director or Section Management Administrator



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Financial Auditor	This training course provides an overview of the duties and responsibilities of the financial auditor and provides a review of required forms and audit procedures.	1.25 hours	None	Advanced Management Instructor Approved by NSTC	Section Director or Section Management Administrator
Role of the Child and Volunteer Protection Advocate Course	This training and certification course provides information and training for those volunteers who will be functioning as the region's Child and Volunteer Protection Advocate.	2.5 hours	None	Advanced Management Instructor and Authorized CVPA Lead (Authorized by AYSO Certification Advocate)	Section Director or Section Management Administrator
Child and Volunteer Annual Update	This training course provides continuing education for those volunteers who have completed Child and Volunteer Protection Advocate Certification.	1.25 hours	Completion of Child and Volunteer Protection Advocate Course is recommended to achieve maximum benefit from this course.	Advanced Management Instructor and Authorized CVPA Lead (Authorized by AYSO Certification Advocate)	Section Director or Section Management Administrator
Basic Management Instructor	This training is designed to teach basic instructor candidates how to conduct the introductory courses for program administrators at the regional level. This course is designed to teach instructor candidates how to conduct introductory training to small groups or one-on-one.	6 hours	BASIC and Completion of any AYSO management program course	Advanced Management Instructor Trainer	Area or Section Director or Section Management Administrator
Intermediate Management Instructor	This training is designed to prepare intermediate instructor candidates to teach the regional staff training courses using AYSO directed teaching plans, and to meet the educational requirements for becoming an intermediate management instructor. This course is tailored to the needs of instructors presenting to small and medium sized groups at the Region and Area level.	5.5 hours	Basic Management Instructor, Introductory Management, and Instructed in at least two AYSO management courses	Advanced Management Instructor Trainer	Section Director or Section Management Administrator



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Advanced Management Instructor	<p>This training is designed to prepare advanced instructor candidates to teach the management administration classes.</p> <p>Instructors learn advanced presentation skills and techniques to address the needs of learners in groups of all sizes and in longer class sessions.</p>	19 hours	<p>Intermediate Management Instructor</p> <p>Intermediate Management Course and One Tier Two Management Course</p> <p>and</p> <p>Instructed in at least three AYSO management courses following completion of Intermediate Management Instructor Certification.</p>	National Management Instructor Trainer	Section Director or Section Management Administrator and AYSO National Instructor Program Administrator
National Management Instructor	This training is being designed.	Not yet developed	Advanced Management Instructor	Not yet developed	Not yet developed

Note 1: A basic management instructor is authorized to teach these courses on a one-on-one basis or to small groups in order to facilitate training of new personnel at the Regional level. Approval of the area director is required for these training sessions.

Note 2: Section Meeting Workshop lead instructors should be advanced instructors as a minimum.

Note 3: This matrix may be updated periodically. To view the latest revisions go to the AYSO Web site:
<http://www.soccer.org>