

Training and Certification Matrices



December 2003



AYSO Coaching Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
Annual Coach Update	This training provides continuing education for coaches in the region, program updates, and program requirements are reviewed in this training session.	1 hour	None	Basic Coach Instructor	Regional Commissioner or Regional Coach Administrator
Safe Haven Coach	This certification course presents information on child & volunteer protection for the AYSO coach. <i>This course is the certification course for AYSO coaches. Attendance of this course also satisfies AYSO Safe Haven Referee requirements.</i>	2.5 - 3 hours	None	Basic Coach Instructor	Regional Commissioner or Regional Coach Administrator
U-6 Coach	This training course presents information and skills to be taught relevant to the short-sided game of the U-6 age group.	2 hours	None	Basic Coach Instructor	Regional Commissioner or Regional Coach Administrator
U-8 Coach	This training course presents information and skills to be taught relevant to the short-sided game of the U-8 age group.	2 hours	Completion of U-6 Coaching Course is recommended	Basic Coach Instructor	Regional Commissioner or Regional Coach Administrator
U-10 Coach	This training course presents information and skills to be taught relevant to the short-sided game of the U-10 age group.	3 hours	Completion of U-8 Coaching Course is recommended	Basic Coach Instructor	Regional Commissioner or Regional Coach Administrator
Youth (U-12) Coach	This training course presents information and skills to be taught relevant to the U-12 age group. Beginning course for the full-sided game.	5 hours	Completion of U-10 Coaching Course is recommended	Intermediate Coach Instructor	Regional Coach Administrator
Intermediate Coach	This training course focuses on tactical situations and set plays. This course builds upon the Youth (U-12) Coaching Course.	15 hours	Completion of the Youth (U-12) Coaching Course is required	Advanced Coach Instructor	Area Coach Administrator
Advanced Coach	This training course focuses on tactical situations, advanced tactics, and observation, evaluation, and implementation techniques. This course builds upon the Intermediate Coaching Course.	18 hours	Completion of the Intermediate Coaching Course is required	National Coach Instructor or Advanced Coach Instructor approved by the Section Coach Administrator.	Section Coach Administrator
National Coach	This training course provides training in advanced levels of play.	56 hours	Completion of the Advanced Coaching Course is required. Must be recommended by Regional Commissioner.	Authorized by AYSO National Coach	AYSO National Coach



AYSO Instructor Program Overview

AYSO Coaching Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
Coach Administrator Training	This training presents the duties and responsibilities of coach administrators with tips to enhance performance and enjoyment.	1 - 1.25 hours	None	Intermediate Coach Instructor	Area Coach Administrator
Basic Coach Instructor	This training is designed to teach basic instructor candidates how to conduct introductory coach training courses at the U-6, U-8 & U-10 levels.	6 hours	U-12 Coaching Course or Higher. and Coach Safe Haven Certification	Advanced Coach Instructor Trainer	Area or Section Coach Administrator
Intermediate Coach Instructor	This training is designed to teach intermediate Instructor candidates to teach the U-12 Coach Course using AYSO directed teaching plans, and to meet the educational requirements for becoming a Intermediate Coach Instructor.	5.5 hours	Basic Coach Instructor, Intermediate Coaching Course or higher, and Instructed in at least two AYSO coaching courses	Advanced Coach Instructor Trainer	Section Coach Administrator
Advanced Coach Instructor	This training is designed to prepare advanced instructor candidates to teach the Intermediate Coach Course. Instructors learn advanced presentation skills and techniques to address the needs of learners in groups of all sizes and in longer class sessions.	19 hours	Intermediate Coach Instructor, Advanced Coaching Course, and Instructed in at least three AYSO coaching courses following completion of Intermediate Coach Instructor Certification	National Coach Instructor Trainer	Section Coach Administrator or National Coach
National Coach Instructor	This training is accomplished through successful completion of the AYSO National Coaching Course.	56 hours	Advanced Coach and Advanced Coach Instructor	AYSO National Coach	AYSO National Coach

Note 1: All first year coaches who are coaching U-12 to U-19 teams must start their training at the Youth (U-12) Coaching Course level.

Note 2: This matrix may be updated periodically. To view the latest revisions go to the AYSO Web site:
<http://www.soccer.org>



AYSO Referee Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
Safe Haven Referee Course.	This certification course includes module 1 and certifies volunteers in child and volunteer protection issues for referees. <i>This is the certification course for all AYSO Referees</i>	1 hour	None	Basic Referee Instructor	Regional Commissioner or Regional Referee Administrator
U-8 Official	This training includes modules 1 through 7 and prepares volunteers in the aspects of refereeing needed to officiate effectively in U-8 matches.	4 hours	None	Basic Referee Instructor	Regional Commissioner or Regional Referee Administrator
Assistant Referee	This training includes modules 1 through 7 plus 10, 11, and 12 and prepares volunteers in the basics of being an Assistant Referee.	6.25 hours	None	Basic Referee Instructor	Regional Commissioner or Regional Referee Administrator
Basic Referee Course	This training includes modules 1 through 13 and prepares referees in the basic aspects of refereeing needed to officiate an AYSO match under AYSO (FIFA) Laws and AYSO National Rules and Regulations.	8.25 hours	None	Basic Referee Instructor	Regional Commissioner or Regional Referee Administrator
Intermediate Referee Course	This training includes modules 14 through 19 and prepares referees to do more physically demanding and challenging matches under AYSO (FIFA) Laws and AYSO National Rules and Regulations.	7.5 hours	Completion of the Basic Referee Course is recommended	Intermediate Referee Instructor	Area or Section Referee Administrator or Area or Section Director of Referee Instruction
Advanced Referee Course	This training includes modules 20 through 24 and prepares referees to do most matches under AYSO (FIFA) Laws and AYSO National Rules and Regulations.	7.25 hours	Completion of the Intermediate Referee Course is recommended	Advanced Referee Instructor	Area or Section Referee Administrator or Area or Section Director of Referee Instruction
National Referee Course	This training course is not modularized. The course trains referees to referee all AYSO matches under AYSO (FIFA) Laws and AYSO National Rules and Regulations.	15.25 hours	Completion of the Advanced Referee Course is recommended	National Referee Instructor	National Referee Administrator or National Director of Referee Instruction
Referee Assessor Course	This training course is designed to train assessors to assess officiating skills at the Advanced level.	8-9 hours	None	Advanced Referee Instructor who is also an Assessor or National Assessor	Section Referee Administrator or Section Director of Referee Assessment
National Referee Assessor Course	This training course is designed to train Assessors to assess officiating skills at the National level.	6 hours	Referee Assessor	Advanced Referee Instructor and National Referee Assessor	National Referee Administrator or National Director of Referee Assessment



AYSO Referee Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
Annual Referee Update	This training provides continuing education for referees. Program overview, Law changes, and points of emphasis will be reviewed.	1.25 hours	None	Basic Referee Instructor	Regional Referee Administrator
Annual Update For Referee Administrators, Instructors, and Assessors	This training provides continuing education for referee administrators, instructors and assessors. Program updates and program requirements are reviewed.	1.25 hours	None	Basic Referee Instructor	Regional Referee Administrator
Basic Referee Instructor	This training is designed to teach basic instructor candidates how to conduct introductory referee training courses.	6 hours	Regional Referee Certification	Advanced Referee Instructor Trainer	Area or Section, Referee Administrator or Area or Section Director of Instruction
Intermediate Referee Instructor	This training is designed to teach intermediate instructor candidates how to conduct intermediate referee training courses.	5.5 hours	Basic Referee Instructor, Intermediate Referee, and Instructed in at least two AYSO referee courses	Advanced Referee Instructor Trainer	Area or Section Referee Administrator or Area or Section Director of Instruction
Advanced Referee Instructor	This training is designed to teach advanced instructor candidates how to conduct advanced referee training courses. Instructors learn advanced presentation skills and techniques to address the needs of learners in groups of all sizes and in longer class sessions.	19 hours	Intermediate Referee Instructor, Advanced Referee, and Instructed in at least three AYSO referee courses following completion of Intermediate Referee Instructor Certification	National Referee Instructor Trainer	Section or National Referee Administrator or National Director of Referee Instruction
National Referee Instructor	This training is designed to teach national instructor candidates how to conduct national referee training courses.	Not yet developed	Advanced Referee Instructor	National Referee Administrator or National Director of Referee Instruction approves the lead instructor	National Referee Administrator or National Director of Referee Instruction

Note 1: Instructors must have taken a course before they may teach it.

Note 2: Training modules 1 through 13 should be taken in sequence. Modules 14 through 24 are designed as stand alone continuing education and may be taken in any order.

Note 3: This matrix may be updated periodically. To view the latest revisions go to the AYSO Web site:
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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



AYSO Management Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
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



AYSO Management Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
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



AYSO Management Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
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.

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AYSO Instructor Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
Basic Coach Instructor	This training is designed to teach basic instructor candidates how to conduct introductory coach training courses at the U-6, U-8 & U-10 levels.	6 hours	U-12 Coaching Course or Higher. and Coach Safe Haven Certification	Advanced Coach Instructor Trainer	Area or Section Coach Administrator
Basic Referee Instructor	This training is designed to teach basic instructor candidates how to conduct introductory referee training courses.	6 hours	Regional Referee Certification	Advanced Referee Instructor Trainer	Area or Section, Referee Administrator or Area or Section Director of Instruction
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 Coach Instructor	This training is designed to teach intermediate Instructor candidates to teach the U-12 Coach Course using AYSO directed teaching plans, and to meet the educational requirements for becoming a Intermediate Coach Instructor.	5.5 hours	Basic Coach Instructor, Intermediate Coaching Course or higher, and Instructed in at least two AYSO coaching courses	Advanced Coach Instructor Trainer	Section Coach Administrator
Intermediate Referee Instructor	This training is designed to teach intermediate instructor candidates how to conduct intermediate referee training courses.	5.5 hours	Basic Referee Instructor, Intermediate Referee, and Instructed in at least two AYSO referee courses	Advanced Referee Instructor Trainer	Area or Section Referee Administrator or Area or Section Director of Instruction
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



AYSO Instructor Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
Advanced Coach Instructor	<p>This training is designed to prepare advanced instructor candidates to teach the Intermediate Coach Course.</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 Coach Instructor,</p> <p>Advanced Coaching Course,</p> <p>and</p> <p>Instructed in at least three AYSO coaching courses following completion of Intermediate Coach Instructor Certification</p>	National Coach Instructor Trainer	Section Coach Administrator or National Coach
Advanced Referee Instructor	<p>This training is designed to teach advanced instructor candidates how to conduct advanced referee training courses.</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 Referee Instructor,</p> <p>Advanced Referee,</p> <p>and</p> <p>Instructed in at least three AYSO referee courses following completion of Intermediate Referee Instructor Certification</p>	National Referee Instructor Trainer	Section or National Referee Administrator or National Director of Referee Instruction
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 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 Coach Instructor	<p>This training is accomplished through successful completion of the AYSO National Coaching Course.</p>	56 hours	<p>Advanced Coach and</p> <p>Advanced Coach Instructor</p>	AYSO National Coach	AYSO National Coach
National Referee Instructor	<p>This training is designed to teach national instructor candidates how to conduct national referee training courses.</p>	Not yet developed	<p>Advanced Referee Instructor</p>	National Referee Administrator or National Director of Referee Instruction approves the lead instructor	National Referee Administrator or National Director of Referee Instruction
National Management Instructor	<p>This training is being designed.</p>	Not yet developed	<p>Advanced Management Instructor</p>	Not yet developed	Not yet developed



AYSO Instructor Program Matrix – December 2003

Course	Course Description	Length	Prerequisites	Lead Instructor Requirements	Authorization Required
Instructor Trainer	<p>This training is being designed to prepare instructor trainers to mentor and teach the Basic Instructor Course and teach the discipline specific portion of those courses.</p> <p><i>Note: Instructor Mentoring is substituted for this course with the approval of the AYSO National Instructor Program Administrator</i></p>	Not yet developed	<p>Intermediate Instructor in a specific discipline.</p> <p>and</p> <p>Recommendation by Section Coach Administrator/Section Coach Trainer or Section Referee Administrator or Section Director of Referee Instruction or Section Management Administrator for the appropriate discipline.</p>	<p>Advanced Instructor Trainer approved by the Section Coach Administrator/Section Coach Trainer or Section Referee Administrator or Section Director of Referee Instruction or Section Management Administrator for the appropriate discipline</p>	<p>Section Coach Administrator/Section Coach Trainer or Section Referee Administrator or Section Director of Referee Instruction or Section Management Administrator</p>
Advanced Instructor Trainer	<p>This training is being designed to prepare advanced instructors to lead the Basic and Intermediate Instructor Courses.</p> <p><i>Note: Instructor Mentoring is substituted for this course with the approval of the AYSO National Instructor Program Administrator</i></p>	Not yet developed	<p>Advanced Instructor in a specific discipline.</p> <p>and</p> <p>Recommendation by Section Coach Administrator/Section Coach Trainer or Section Referee Administrator or Section Director of Referee Instruction or Section Management Administrator.</p>	<p>National Instructor Trainer approved by the Section Coach Administrator/Section Coach Trainer or Section Referee Administrator or Section Director of Referee Instruction or Section Management Administrator for the appropriate discipline</p>	<p>Section Coach Administrator/Section Coach Trainer or Section Referee Administrator or Section Director of Referee Instruction or Section Management Administrator</p>
National Instructor Trainer	<p>This training is being designed to prepare Instructor Trainers to teach the Advanced Instructor Course.</p> <p><i>Note: Instructor Mentoring is substituted for this course with the approval of the AYSO National Instructor Program Administrator</i></p>	Not yet developed	<p>Advanced Instructor Trainer</p> <p>And</p> <p>Recommendation by Section Coach Administrator/Section Coach Trainer or Section Referee Administrator or Section Director of Referee Instruction or Section Management Administrator.</p>	<p>Assigned by the AYSO National Coach, or National Referee Administrator, or National Management Administrator, or National Instructor Program Administrator</p>	<p>AYSO National Coach, or National Referee Administrator, or National Management Administrator, or National Instructor Program Administrator</p>

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