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# Introduction

Dear AYSO volunteer,

The AYSO National Support & Training Center has developed more than 140 position descriptions for volunteers. These descriptions cover specific duties and responsibilities, qualifications, skills, time commitment, training, certification requirements, and activity locations. Keeping within the limits of the position description protects the volunteer and assures that he or she maintains appropriate certification standards.

It is important that each volunteer receive a copy of his/her position description prior to assuming their volunteer role. Please ensure your region keeps on hand the most current written position description for each volunteer filling a regional position. At the bottom of every position description there should be a date. It may list the month and year similar to the bottom of this page. If you encounter a position description more than a couple of years old, it may be out of date and you should check with the National Support & Training Center for an up-to-date version.

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American Youth Soccer Organization





## **Volunteer Protection Act of 1997 P.L. 105-19**

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**One Hundred Fifth Congress  
of the  
United States of America**

**AT THE FIRST SESSION**

Begun and held at the City of Washington on Tuesday, the seventh day of January, one thousand nine hundred and ninety-seven

**An Act**

To provide certain protections to volunteers, nonprofit organizations, and governmental entities in lawsuits based on the activities of volunteers.

*Be it enacted by the Senate and House of Representatives of the United States of America in Congress assembled,*

**SECTION 1. SHORT TITLE.**

This Act may be cited as the 'Volunteer Protection Act of 1997'.

**SECTION. 2. FINDINGS AND PURPOSE.**

(a) FINDINGS- The Congress finds and declares that--

- (1) the willingness of volunteers to offer their services is deterred by the potential for liability actions against them;
- (2) as a result, many nonprofit public and private organizations and governmental entities, including voluntary associations, social service agencies, educational institutions, and other civic programs, have been adversely affected by the withdrawal of volunteers from boards of directors and service in other capacities;
- (3) the contribution of these programs to their communities is thereby diminished, resulting in fewer and higher cost programs than would be obtainable if volunteers were participating;
- (4) because Federal funds are expended on useful and cost-effective social service programs, many of which are national in scope, depend heavily on volunteer participation, and represent some of the most successful public-private partnerships, protection of volunteerism through clarification and limitation of the personal liability risks assumed by the volunteer in connection with such participation is an appropriate subject for Federal legislation;

- (5) services and goods provided by volunteers and nonprofit organizations would often otherwise be provided by private entities that operate in interstate commerce;
- (6) due to high liability costs and unwarranted litigation costs, volunteers and nonprofit organizations face higher costs in purchasing insurance, through interstate insurance markets, to cover their activities; and
- (7) clarifying and limiting the liability risk assumed by volunteers is an appropriate subject for Federal legislation because--
  - (A) of the national scope of the problems created by the legitimate fears of volunteers about frivolous, arbitrary, or capricious lawsuits;
  - (B) the citizens of the United States depend on, and the Federal Government expends funds on, and provides tax exemptions and other consideration to, numerous social programs that depend on the services of volunteers;
  - (C) it is in the interest of the Federal Government to encourage the continued operation of volunteer service organizations and contributions of volunteers because the Federal Government lacks the capacity to carry out all of the services provided by such organizations and volunteers; and
  - (D) (i) liability reform for volunteers, will promote the free flow of goods and services, lessen burdens on interstate commerce and uphold constitutionally protected due process rights; and
    - (ii) therefore, liability reform is an appropriate use of the powers contained in article 1, section 8, clause 3 of the United States Constitution, and the fourteenth amendment to the United States Constitution.

- (b) **PURPOSE-** The purpose of this Act is to promote the interests of social service program beneficiaries and taxpayers and to sustain the availability of programs, nonprofit organizations, and governmental entities that depend on volunteer contributions by reforming the laws to provide certain protections from liability abuses related to volunteers serving nonprofit organizations and governmental entities.

### **SECION 3. PREEMPTION AND ELECTION OF STATE NONAPPLICABILITY.**

- (a) **PREEMPTION-** This Act preempts the laws of any State to the extent that such laws are inconsistent with this Act, except that this Act shall not preempt any State law that provides additional protection from liability relating to volunteers or to any category of volunteers in the performance of services for a nonprofit organization or governmental entity.

- (b) **ELECTION OF STATE REGARDING NONAPPLICABILITY-** This Act shall not apply to any civil action in a State court against a volunteer in which all parties are citizens of the State if such State enacts a statute in accordance with State requirements for enacting legislation--

- (1) citing the authority of this subsection;
- (2) declaring the election of such State that this Act shall not apply, as of a date certain, to such civil action in the State; and
- (3) containing no other provisions.

#### **SECTION 4. LIMITATION ON LIABILITY FOR VOLUNTEERS.**

- (a) **LIABILITY PROTECTION FOR VOLUNTEERS-** Except as provided in subsections (b) and (d), no volunteer of a nonprofit organization or governmental entity shall be liable for harm caused by an act or omission of the volunteer on behalf of the organization or entity if--
- (1) the volunteer was acting within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity at the time of the act or omission;
  - (2) if appropriate or required, the volunteer was properly licensed, certified, or authorized by the appropriate authorities for the activities or practice in the State in which the harm occurred, where the activities were or practice was undertaken within the scope of the volunteer's responsibilities in the nonprofit organization or governmental entity;
  - (3) the harm was not caused by willful or criminal misconduct, gross negligence, reckless misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed by the volunteer; and
  - (4) the harm was not caused by the volunteer operating a motor vehicle, vessel, aircraft, or other vehicle for which the State requires the operator or the owner of the vehicle, craft, or vessel to--
    - (A) possess an operator's license; or
    - (B) maintain insurance.
- (b) **CONCERNING RESPONSIBILITY OF VOLUNTEERS TO ORGANIZATIONS AND ENTITIES-** Nothing in this section shall be construed to affect any civil action brought by any nonprofit organization or any governmental entity against any volunteer of such organization or entity.
- (c) **NO EFFECT ON LIABILITY OF ORGANIZATION OR ENTITY-** Nothing in this section shall be construed to affect the liability of any nonprofit organization or governmental entity with respect to harm caused to any person.

- (d) **EXCEPTIONS TO VOLUNTEER LIABILITY PROTECTION-** If the laws of a State limit volunteer liability subject to one or more of the following conditions, such conditions shall not be construed as inconsistent with this section:
- (1) A State law that requires a nonprofit organization or governmental entity to adhere to risk management procedures, including mandatory training of volunteers.
  - (2) A State law that makes the organization or entity liable for the acts or omissions of its volunteers to the same extent as an employer is liable for the acts or omissions of its employees.
  - (3) A State law that makes a limitation of liability inapplicable if the civil action was brought by an officer of a State or local government pursuant to State or local law.
  - (4) A State law that makes a limitation of liability applicable only if the nonprofit organization or governmental entity provides a financially secure source of recovery for individuals who suffer harm as a result of actions taken by a volunteer on behalf of the organization or entity. A financially secure source of recovery may be an insurance policy within specified limits, comparable coverage from a risk pooling mechanism, equivalent assets, or alternative arrangements that satisfy the State that the organization or entity will be able to pay for losses up to a specified amount. Separate standards for different types of liability exposure may be specified.
- (e) **LIMITATION ON PUNITIVE DAMAGES BASED ON THE ACTIONS OF VOLUNTEERS-**
- (1) **GENERAL RULE-** Punitive damages may not be awarded against a volunteer in an action brought for harm based on the action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity unless the claimant establishes by clear and convincing evidence that the harm was proximately caused by an action of such volunteer which constitutes willful or criminal misconduct, or a conscious, flagrant indifference to the rights or safety of the individual harmed.
  - (2) **CONSTRUCTION-** Paragraph (1) does not create a cause of action for punitive damages and does not preempt or supersede any Federal or State law to the extent that such law would further limit the award of punitive damages.
- (f) **EXCEPTIONS TO LIMITATIONS ON LIABILITY-**
- (1) **IN GENERAL-** The limitations on the liability of a volunteer under this Act shall not apply to any misconduct that--
    - (A) constitutes a crime of violence (as that term is defined in section 16 of title 18, United States Code) or act of international terrorism (as that term is defined in section 2331 of title 18) for which the defendant has been convicted in any court;

- (B) constitutes a hate crime (as that term is used in the Hate Crime Statistics Act (28 U.S.C. 534 note);
- (C) involves a sexual offense, as defined by applicable State law, for which the defendant has been convicted in any court;
- (D) involves misconduct for which the defendant has been found to have violated a Federal or State civil rights law; or
- (E) where the defendant was under the influence (as determined pursuant to applicable State law) of intoxicating alcohol or any drug at the time of the misconduct.

(2) RULE OF CONSTRUCTION- Nothing in this subsection shall be construed to effect subsection (a)(3) or (e).

## **SECTION 5. LIABILITY FOR NONECONOMIC LOSS.**

(a) GENERAL RULE- In any civil action against a volunteer, based on an action of a volunteer acting within the scope of the volunteer's responsibilities to a nonprofit organization or governmental entity, the liability of the volunteer for noneconomic loss shall be determined in accordance with subsection (1).

(b) AMOUNT OF LIABILITY-

(1) IN GENERAL- Each defendant who is a volunteer, shall be liable only for the amount of noneconomic loss allocated to that defendant in direct proportion to the percentage of responsibility of that defendant (determined in accordance with paragraph (2) for the harm to the claimant with respect to which that defendant is liable. The court shall render a separate judgment against each defendant in an amount determined pursuant to the preceding sentence.

(2) PERCENTAGE OF RESPONSIBILITY- For purposes of determining the amount of noneconomic loss allocated to a defendant who is a volunteer under this section, the trier of fact shall determine the percentage of responsibility of that defendant for the claimant's harm.

## **SECTION 6. DEFINITIONS.**

For purposes of this Act:

(1) ECONOMIC LOSS- The term 'economic loss' means any pecuniary loss resulting from harm (including the loss of earnings or other benefits related to employment, medical expense loss, replacement services loss, loss due to death, burial costs, and loss of business or employment opportunities) to the extent recovery for such loss is allowed under applicable State law.

- (2) HARM- The term 'harm' includes physical, nonphysical, economic, and noneconomic losses.
- (3) NONECONOMIC LOSSES- The term 'noneconomic losses' means losses for physical and emotional pain, suffering, inconvenience, physical impairment, mental anguish, disfigurement, loss of enjoyment of life, loss of society and companionship, loss of consortium (other than loss of domestic service), hedonic damages, injury to reputation and all other nonpecuniary losses of any kind or nature.
- (4) NONPROFIT ORGANIZATION- The term 'nonprofit organization' means--
- (A) any organization which is described in section 501(c)(3) of the Internal Revenue Code of 1986 and exempt from tax under section 501(a) of such Code and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S.C. 534 note); or
  - (B) any not-for-profit organization which is organized and conducted for public benefit and operated primarily for charitable, civic, educational, religious, welfare, or health purposes and which does not practice any action which constitutes a hate crime referred to in subsection (b)(1) of the first section of the Hate Crime Statistics Act (28 U.S.C. 534 note).
- (5) STATE- The term 'State' means each of the several States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Northern Mariana Islands, any other territory or possession of the United States, or any political subdivision of any such State, territory, or possession.
- (6) VOLUNTEER- The term 'volunteer' means an individual performing services for a nonprofit organization or a governmental entity who does not receive--
- (A) compensation (other than reasonable reimbursement or allowance for expenses actually incurred); or
  - (B) any other thing of value in lieu of compensation, in excess of \$500 per year, and such term includes a volunteer serving as a director, officer, trustee, or direct service volunteer.

## **SECION 7. EFFECTIVE DATE.**

- (a) IN GENERAL- This Act shall take effect 90 days after the date of enactment of this Act.
- (b) APPLICATION- This Act applies to any claim for harm caused by an act or omission of a volunteer where that claim is filed on or after the effective date of this Act but only if the harm that is the subject of the claim or the conduct that caused such harm occurred after such effective date.

Speaker of the House of Representatives.

Vice President of the United States and President of the Senate.



American Youth Soccer Organization





# **Regional Board Members**



American Youth Soccer Organization



## **Regional Commissioner**

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## **Purpose**

The AYSO volunteer position of regional commissioner is intended to have the responsibility and the authority to manage the day-to-day business of the region as described in Article III of the standard regional guidelines within the framework of the AYSO operation regulations.

## **Specific Duties and Responsibilities**

The regional commissioner is expected to:

1. Comply in spirit and letter with the objectives of the organization;
2. Maintain good community relations with the primary objective being youth development;
3. Collect and disburse fees and other monies for the sound financial organization and operation of the region. It is incumbent upon the region to keep and file, as required, accurate financial records to ensure continuation of the tax exempt status of the organization;
4. Review, on an annual basis, the Regional Guidelines and other written regional operating regulations;
5. Supervise the regional treasurer by reviewing the region's cancelled checks and bank statements periodically, reviewing the National Accounting Program (NAP) financial report each month, and reviewing, periodically, internal financial control procedures. Also, take other reasonable measures to assure that the region's assets and expenses are being handled in a fiscally responsible manner;
6. Make timely submissions to the National Support and Training Center of membership, fees, budgets, Information Forms, and other paperwork as required with copies to the area director;
7. Be responsible for the performance and the growth of the regional programs for the benefit of the players, the volunteers, and their families;
8. Organize, maintain, supervise, and coach regional volunteer staff to assure adequate support and services to the region, including the development of new volunteers for regional position succession planning;
9. Appoint, at a minimum, a treasurer, a safety director, a regional coach administrator, and regional referee administrator;
10. Publish for the region and the files of the National Support and Training Center, guidelines for the operation of AYSO within the region in accordance with the Standard Regional

Guidelines, including the selection of a regional board and the election of the regional commissioner;

11. Act as the official spokesperson for the region in regard to publicity, internal development, cultural exchange, business systems, budgets, regional operation regulations, and other matters concerning AYSO programs within the region;
12. Assist the regional board in the planning and implementation of its policies and programs within the region;
13. Register players, coaches, referees, and other regional officials;
14. Assign players and coaches to assure proper balance of teams within any one age group within a reasonable geographical area;
15. Locate and secure proper playing facilities;
16. Secure uniforms, balls, goals, and other necessary equipment;
17. Schedule games;
18. Comply with the Soccer Accident Insurance plan and submit insurance claims according to current procedures;
19. Release publicity concerning the region;
20. Budget for and encourage regional participation at annual meetings (volunteer education conferences);
21. Budget for and participate at AYSO's annual business meeting, the National Annual General Meeting (NAGM);
22. Oversee dispute resolution with the region pursuant to Article Nine of the guidelines and AYSO operating regulations;
23. Preside at all regional board meetings;
24. Keep the regional board informed of actions and decisions on matters of importance;
25. Attend area meetings, section meetings and caucuses, and the National Annual General Meeting;
26. Maintain close liaison with the area director and the section director, and coordinate all extra-regional activities through the area director;
27. Submit a completed Regional Performance Program to the area director prior to the November date as specified on Regional Performance Program form;

28. Make such other decisions and take actions as may be required to run the region within the limits of the regional budget and these guidelines; and
29. Carry over all records and the regional commissioner manual to his/her successor, when he/she leaves.

### **Qualifications and Desired Skills**

To be considered for the position of regional commissioner, the applicant should:

1. Have some managing skills;
2. Know the AYSO structure;
3. Have acknowledged, unswerving commitment to the AYSO philosophy;
4. Have administrative abilities; and
5. Have good communication skills.

### **Supervision Protocols**

While performing as the regional commissioner, 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 area director, and supervised indirectly by the section director; and
3. To maintain the recommended 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 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 commissioner is a full year. The estimated hours to fulfill duties by month shall be filled in by 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 regional commissioner, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area director;
2. Introductory Management Training;
3. Intermediate Management Training;
4. Advanced Management Training;
5. RC Caucus at the annual section meeting; and
6. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations;
5. Regional sponsored activities;
6. National Annual General Meeting; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



# **Assistant Regional Commissioner**

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## **Purpose**

The AYSO volunteer position of assistant regional commissioner is intended to assist and train in the footsteps of the regional commissioner who is ultimately responsible for the running of the AYSO region in all aspects, with the help of the board.

## **Specific Duties and Responsibilities**

The assistant regional commissioner is expected to:

1. Assist the regional commissioner in directing monthly board meetings;
2. Aid in instituting region policies;
3. Participate in the interfacing with other regions;
4. Help recruit children to play soccer and volunteers to assist in running the program;
5. Assist with scheduling the season and fields; and
6. Attend the monthly board meetings and the section annual general.

## **Qualifications and Desired Skills**

To be considered for the position of assistant regional commissioner, the applicant should:

1. Have heavy involvement with the region, preferably as a board member, coach, referee, etc.;
2. Have a strong administrative background;
3. Be efficient; and
4. Be dependable.

## **Supervision Protocols**

While performing as the assistant regional commissioner, 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 commissioner, and supervised indirectly by the area director; and
3. To maintain the recommended 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 and one of whom should be 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 an assistant regional commissioner is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 assistant regional commissioner, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Introductory Management Training;
3. Intermediate Management Training;
4. Advanced Management Training;
5. Regional workshops at the annual Section Meeting as directed by the regional commissioner; and
6. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. Assigned field locations;
3. Assigned classroom locations;
4. All regional sponsored activities;
5. The annual section meeting; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Regional Registrar**

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## **Purpose**

The AYSO volunteer position of regional registrar is responsible for planning and implementation of annual registration of players and volunteers.

## **Specific Duties and Responsibilities**

The registrar is expected to:

1. Maintain the region database;
2. Collect registration fees and turn over such fees to the regional treasurer in a timely fashion;
3. Select and coordinate sign-up location(s);
4. Keep current count of registered players and volunteers;
5. Process late registrations;
6. Maintain a waiting list for players who sign-up after teams are balanced and filled;
7. Obtain and review current copy of the registrar's manual and follow procedures;
8. Order pre-printed forms from the National Support and Training Center;
9. Work with the CVPA to ensure each AYSO Volunteer Application Form is properly filled out and includes a Social Security number, Driver's License number, date of birth, current date, and signature, and mail the NSTC copy to AYSO;
10. Attend regional board meetings;
11. Work closely with the regional equipment coordinator and age group coordinators to order uniforms and balance teams;
12. Supervise the database coordinator and volunteer recruitment and development worker; and
13. Keep information under lock and key.

## **Qualifications and Desired Skills**

To be considered for the position of regional registrar, the applicant should:

1. Have some knowledge of region registration;
2. Have computer skills;

3. Be able to keep information confidential; and
4. Be screened.

### **Supervision Protocols**

While performing as the regional registrar, 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 commissioner; and
3. To maintain the recommended 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 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 registrar is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 regional registrar, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Either Registrar I and II at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;

2. The annual section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Regional Treasurer**

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## **Purpose**

The AYSO volunteer position of regional treasurer is intended to have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the region in a bank or depository.

## **Specific Duties and Responsibilities**

The regional treasurer is expected to:

1. Keep in appropriate books an accurate account of all money received in and paid out;
2. Comply with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual;
3. Promptly, upon receipt, pay the National Support and Training Center the national portion of the registration fees of the region before the first practice and/or game of the season, and in any event no later than March 1<sup>st</sup> of each spring season and September 1<sup>st</sup> of each fall season;
4. Give a report of the funds, receipts, and disbursements of the region annually or at such other times as requested by the regional commissioner or by the regional board;
5. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National support and Training Center;
6. Deposit all the funds collected by the region in the region's checking account;
7. Obtain regional commissioner's signature as required and issue checks to pay for the region's expenditures. All checks should be substantiated by a receipt, invoice, or other documentation;
8. Verify that the region has adopted written internal control procedures assuring adequate protection of regional assets;
9. Assist the person who has been assigned the task of reviewing the region's books and records;
10. Reconcile the checking and savings accounts each month and have a report for monthly regional board meetings;
11. File all receipts, invoices, or other documentation in alphabetical order, by payee, and save them for at least FIVE years. They are subject to audit by government regulatory agencies and the AYSO National Treasurer;
12. File the specified reports to the National Support and Training Center;

13. Give all the AYSO documentations, receipts, invoices, etc. to the regional commissioner when the treasurer leaves;
14. Assist the regional commissioner in the preparation of the annual budget prior to the first scheduled registration day (a copy of which will be submitted to the National Support and Training Center);
15. Review the region's monthly financial statement prepared by the National Support and Training Center. He or she is responsible for the accuracy of the region's financial statement and any error found should be reported to the National Support and Training Center immediately;
16. Publish the region's financial report to the regional membership (copy to the National Support and Training Center) before the region's last scheduled game of the season (through a newsletter, bulletin board, etc.);
17. Attend all board meetings, registration days, and coordinators' meetings; and
18. Develop investment and spending strategies to assist in long-term financial stability and value.

### **Qualifications and Desired Skills**

To be considered for the position of regional treasurer, the applicant should:

1. Have skills in finance and accounting; and
2. Be detail oriented.

### **Supervision Protocols**

While performing as the regional treasurer, 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 commissioner; and
3. To maintain the recommended 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 and one of whom should be 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 treasurer is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 regional treasurer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Treasurer I and II workshops at the annual section meeting;
3. Board and Staff Introductory Certification (BASIC); and
4. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Regional Risk Management/Safety Director**

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## **Purpose**

The AYSO volunteer position of regional risk management/safety director is intended to be responsible for all aspects of the region's safety and oversee the equipment, nets, fields and clean-up of fields for the region.

## **Specific Duties and Responsibilities**

The regional risk management/safety director is expected to:

1. Administer the AYSO Soccer Accident Insurance (SAI) plan and liability insurance program for the region;
2. Obtain liability insurance certificates for all facilities used by the region;
3. Make provisions for the distribution of AYSO's information flier on the SAI plan to each player's family;
4. Handle all reports of accidents and/or SAI claims for such programs;
5. Inform the region's staff and parents about safety concerns and the SAI plan and procedures;
6. Maintain the regional supply of SAI claim forms;
7. Provide information to parents and coaches regarding the proper way to file an SAI claim form;
8. Ensure the safety of all participants in the region by inspecting all field equipment, goalposts, and fields to ensure they are in safe condition;
9. Ensure that a reasonable number of first-aid kits are available at all playing sites, that all goalposts are properly anchored, that no goalposts have net hooks, and that AYSO policies regarding blood-borne diseases are disseminated to and observed by all participants;
10. Be responsible for advising regional participants of approaching dangerous weather and other potentially unsafe conditions which may exist at the locations where games are played;
11. Disseminate and make available such safety information to the region's coaches, referees, participants, and families from such sources as AYSO's "Play It Safe" publication;
12. Be available and knowledgeable to answer questions from coaches, referees, and parents;
13. Secure a Participation Release Form for seriously injured participants prior to their return to play;
14. Promote preventive programs;

15. Attend available AYSO seminars;
16. Use the AYSO Safety Director Manual to become the most knowledgeable person in the region regarding the Soccer Accident Insurance (SAI);
17. Attend regional board meetings;
18. In case of an accident, properly notify the regional commissioner and the area director of the accident within 24 hours; and
19. Cooperate with the child and volunteer protection advocate and implement the AYSO Safe Haven program.

### **Qualifications and Desired Skills**

To be considered for the position of regional risk management/safety director, the applicant should:

1. Have some past experience with equipment, nets, or fields;
2. Be organized; and
3. Be screened.

### **Supervision Protocols**

While performing as the regional risk management/safety 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 regional commissioner; and
3. To maintain the recommended 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 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 risk management/safety director is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 regional risk management/safety director, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Save Haven Program; and
4. Risk Management for the Safety Director I and II workshops at the annual section meeting.

## **Activity Locations**

While performing the duties of regional risk management/safety director, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Regional Coach Administrator**

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## **Purpose**

The AYSO volunteer position of regional coach administrator is intended to administer a quality coaching program within the region.

## **Specific Duties and Responsibilities**

The regional coach administrator is expected to:

1. Work with other administrators of the region (regional commissioner, registrar, and age group coordinators) to ensure there are enough coaches to support the size of the region;
2. Participate in team formation as needed;
3. Coordinate a pre-season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented;
4. See that a U-6, U-8, U-10, or Youth Coach Course is conducted for all new coaches;
5. Assist the area coach trainer in scheduling an Intermediate Coach Course for coaches who are certified as a youth coach with one to three years of coaching experience;
6. Support the section coach trainer in scheduling an Advanced Coach Course as needed for coaches who are certified as an intermediate coach with four to five years of coaching experience, and publicize the course;
7. Request a printout of registered coaches for a reference from the AYSO National Support and Training Center;
8. Provide in-season training opportunities (specialized clinics, pizza night, etc.);
9. Contribute articles on coaching to your regional newsletter when possible;
10. Assist the regional commissioner in handling any coaching related problems;
11. Participate in player ratings and extended season team formation as needed;
12. Maintain a regional library of coach training material;
13. Coordinate a post-season meeting of coaches to recognize contributions and gather input for the following year (i.e. a list of coaches who will return, names of potential new coaches);
14. Attend the Section Meeting and other area/section meetings as required throughout the year; and

15. Be sure to use only AYSO registered regional teachers and certified instructors in clinics and coaching courses.

### **Qualifications and Desired Skills**

While performing as the regional coach administrator, the applicant should:

1. Be a good administrator; and
2. Be organized.

### **Supervision Protocols**

While performing as the regional coach 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 regional commissioner, and supervised indirectly by the area coach administrator; and
3. To maintain the recommended 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 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 coach administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

1. Orientation by the regional commissioner;

2. AYSO Safe Haven Program;
3. Introductory Management Training;
4. Intermediate Management Training;
5. Advanced Management Training;
6. AYSO Safe Haven Coach Certification; and
7. Various workshops at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. Area meetings;
3. The annual section meetings;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Regional Referee Administrator**

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## **Purpose**

The AYSO volunteer position of regional referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program including program delivery, staff development, communication, and coordination at the regional level.

## **Specific Duties and Responsibilities**

The regional referee administrator is expected to:

1. Ensure that each referee, assistant referee, and youth referee complete a volunteer application form in accordance with the National Support and Training Center applicable policies and guidelines and that they are properly registered;
2. Take reasonable measures to verify the information contained therein by contacting the child and volunteer protection advocate, checking references, and making other appropriate inquiries before permitting such volunteers to participate;
3. Appoint a regional director of referee instruction to assist in planning and implementing referee and assistant referee orientations, clinics and other training programs in accordance with the AYSO National Referee Program and to coordinate such efforts with area and/or section staff;
4. Appoint a regional director of referee assessment to assist in administering the certification component of the AYSO National Referee Program and to coordinate such efforts with area and/or section staff;
5. Assist the area referee administrator in the delivery of the AYSO National Referee Program, and support the regional commissioner with its implementation;
6. Be responsible for the scheduling of referees and assistant referees within the region, or delegate such task to another responsible volunteer or assistant and coordinate such efforts with the region's scheduler of games;
7. Identify and train a successor;
8. Prepare an annual regional referee work plan and budget for submittal to the regional commissioner (with a copy to the area referee administrator). The work plan will include goals and objectives for the upcoming year;
9. Maintain a current list of all referees within the region, including their current certification level. (Copies of this list are to be submitted at least annually to the area referee administrator.);

10. Insure that important information relating to law and rule interpretations and changes, clinics and courses, national, sectional, area and regional programs, and special events is disseminated to the referees within the region;
11. Support and encourage the development of camaraderie, mutual support, esprit de corps, and uniformity of interpretation among referees by providing sufficient opportunities for social interaction;
12. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
13. Promote referee welfare within the region;
14. Monitor referee activities within the region;
15. Coordinate the assignment of referees at regional playoffs and special events;
16. Represent the region at area meetings;
17. Provide assistance to the referees in interpretation of the FIFA Law, national section, area rules and regulations, and regional guidelines;
18. Advise the regional commissioner and staff on matters pertaining to refereeing;
19. Maintain liaison with area referee administrator for general administrative questions; and
20. Cooperate with the area referee administrator as necessary.

### **Qualifications and Desired Skills**

To be considered for the position of regional referee administrator, the applicant should:

1. Have administrative management skills;
2. Have experience in program planning, implementing, and knowledge of the needs of the region;
3. Have previous referee experience at the regional level;
4. Have acknowledged, unswerving commitment to the AYSO philosophy;
5. Have knowledge of AYSO national guidelines for referees;
6. Be detailed oriented; and
7. Be a certified AYSO referee.

## **Supervision Protocols**

While performing as the regional referee 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 regional commissioner, and supervised indirectly by the area referee administrator; and
3. To maintain the recommended 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 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 referee administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

1. Orientation by the regional commissioner;
2. AYSO Safe Haven Program;
3. Safe Haven Referee Certification;
4. Introductory Management Training;
5. Intermediate Management Training;
6. Advanced Management Training; and
7. Various referee track workshops at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. Area meetings;
3. Section meetings;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## Child and Volunteer Protection Advocate

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### Purpose

The AYSO volunteer position of child and volunteer protection advocate is intended to oversee the child and volunteer protection program in the region in accordance with the AYSO Safe Haven program.

### Specific Duties and Responsibilities

The child and volunteer protection advocate is expected to:

1. Support the regional commissioner in the promotion and implementation of the AYSO Safe Haven Program, including the three main elements of volunteer protection;
2. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the State of \_\_\_\_\_, and that state's provisions for the reporting of child abuse and neglect;
3. Work with the registrar to see that all volunteers complete, date, and sign the AYSO volunteer application form and its authorization to perform applicant screening, and be the screening liaison with the AYSO National Support & Training Center;
4. Check references for all new coaches, referees, board members, team parents, and others that have direct supervision of players. Random reference checks for everyone else;
5. Be aware of AYSO's definitions of levels of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy;
6. Enforce AYSO protocols to protect privacy and privileged information;
7. Present to the regional board a motion to accept the list of coaches, referees, and other volunteers each season at a board meeting;
8. Ensure that the region keeps on hand the written position descriptions for each volunteer filling a regional position;
9. Serve as a resource and/or a facilitator to the region's members on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies;
10. Assist with the ongoing evaluation of volunteers;

11. Meet with the head coach of each team, either individually or in a group with the coach administrator, to review child protection and supervision responsibilities prior to each season;
12. Meet with the referees, either individually or in a group with the referee administrator, to review child protection and supervision responsibilities prior to each season;
13. See that the region's supervision ratio is enforced; and
14. Promote the region's standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program.

### **Qualifications and Desired Skills**

To be considered for the position of child and volunteer protection advocate, the applicant should:

1. Attend and pass the AYSO Role of Child and Volunteer Protection Advocate certification and training;
2. Attend CVPA annual update;
3. Successfully pass a screening, including a background check;
4. Be appointed by the regional commissioner and approved by the entire regional board;
5. Achieve a reputation of respect, fairness, and trustworthiness in the community; and
6. Register with the AYSO Coordinator of Certification and Advocacy as a child and volunteer protection advocate by providing a Regional Information Form signed by the regional commissioner.

### **Supervision Protocols**

While performing as the child and volunteer protection advocate, 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 commissioner; and
3. To maintain the recommended 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 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 child and volunteer protection advocate is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 child and volunteer protection advocate, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. The Role of the Child and Volunteer Protection Advocate workshop at the annual section meeting;
3. Attend CVPA annual update;
4. Attend Kids Zone workshop;
5. Child protection workshops;
6. Volunteer protection workshops; and
7. Safe Haven educational resources and materials.

## **Activity Locations**

While performing the duties of child and volunteer protection advocate, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. Area meetings;
3. Section meetings;
4. Assigned field locations;
5. Assigned classroom locations; and

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

# **Regional Volunteer Positions**

(Alphabetical order)



## **Administrative Assistant for Referees**

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### **Purpose**

The AYSO volunteer position of administrative assistant for referees is intended to assist the regional referee administrator with paper work, planning, and other administrative obligations.

### **Specific Duties and Responsibilities**

The administrative assistant for referees is expected to:

1. Type letters;
2. Prepare mailings;
3. Schedule meetings; and
4. Maintain a regional referee listing.

### **Qualifications and Desired Skills**

To be considered for the position of administrative assistant for referees, the applicant should:

1. Have excellent computer skills in spreadsheets, word processing, and database;
2. Have access to a personal computer with a letter quality printer and a fax machine if possible;
3. Have good organization skills; and
4. Have the ability to deal with a large number of volunteers.

### **Supervision Protocols**

While performing as the administrative assistant for referees, 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 referee administrator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 an administrative assistant for referees is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 administrative assistant for referees, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional referee administrator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of administrative assistant for referees, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. Section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Advertising Coordinator**

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### **Purpose**

The AYSO volunteer position of advertising coordinator is intended to be responsible for ensuring communication of program, events, and information to surrounding schools, businesses, and media.

### **Specific Duties and Responsibilities**

The advertising coordinator is expected to:

1. Gather information on registration days, soccer camps and clinics, late registration, etc;
2. Create fliers and ads publicizing such events and deliver the information;
3. Contact the appropriate organizations for publication and distribution in the right time frame; and
4. Work within regional ad budget.

### **Qualifications and Desired Skills**

To be considered for the position of advertising coordinator, the applicant should:

1. Have excellent writing, grammar, and punctuation skills;
2. Be detailed oriented;
3. Be able to create advertisements and fliers; and
4. Have good strength in communication.



## **Supervision Protocols**

While performing as the advertising coordinator, 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 communication coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 an advertising coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 advertising coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the communications coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Relevant Section Meeting workshops.

## **Activity Locations**

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

1. Regional board meetings;

2. The annual section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Advertising Designer**

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### **Purpose**

The AYSO volunteer position of advertising designer is intended to design various materials used to publicize the region, program, events, etc.

### **Specific Duties and Responsibilities**

The advertising designer is expected to:

1. Work with coordinators of various programs such as the newsletter editor, the registrar, or the day camp coordinator to obtain details;
2. Work with the communications coordinator to design fliers, forms, and other materials; and
3. Consult with AYSO Creative Services Department on logo issue;

### **Qualifications and Desired Skills**

To be considered for the position of advertising designer, the applicant should:

1. Have ability to work with graphics and layouts;
2. Access to PC or Apple or other tools to produce the final draft;
3. Be organized; and
4. Be detail oriented.

### **Supervision Protocols**

While performing as the advertising designer, 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 communications coordinator, and supervised indirectly by the regional commissioner; (RC) and

3. To maintain the recommended 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 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 an advertising designer is a full year. The estimated hours to fulfill duties by month shall be filled in by the communications coordinator:

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 advertising designer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the communications coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Relevant Section Meeting workshops.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Age Group (Division) Coordinator

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### Purpose

The AYSO volunteer position of age group coordinator is intended to handle activities and communication within the divisions established by age groups.

### Specific Duties and Responsibilities

The age group coordinator is expected to:

1. Organize and chair team formation night with all coaches and assistant coaches to review evaluations and modify as necessary;
2. Separate players by age and skill levels and form BALANCED teams;
3. Ensure each team has a coach, an assistant coach, a team representative, and a sponsor;
4. Generate complete team rosters (players, coaches, assistant coaches, and sponsor);
5. Ensure uniforms are properly distributed;
6. Use registration forms to compile sweatshirt size information for the division (players, coaches, and assistant coaches) and deliver to marked snack shack box at the designated time;
7. Schedule divisional games and fields;
8. Collect scores and standing to distribute appropriate plaques and trophies to teams for tournaments and regular season play;
9. Organize and schedule any make-up games if necessary;
10. Ensure all coaches complete player evaluation forms and collect forms by end of regular season;

11. Ensure evaluations fairly reflect demonstrated abilities of players;
12. Turn in player evaluations to regional commissioner;
13. Ensure the safety of all participants in the region by inspecting all field equipment, goalposts, and fields to ensure they are in safe condition;
14. Be responsible for advising regional participants of approaching dangerous weather and other potentially unsafe conditions which may exist at the locations where games are played; and
15. Serve as a liaison between regional commissioner and coaches regarding any questions, problems, or general information throughout the season.

### **Qualifications and Desired Skills**

To be considered for the position of age group coordinator, the applicant should:

1. Be responsible;
2. Be able to communicate well with others;
3. Have planning skills; and
4. Be trustworthy.

### **Supervision Protocols**

While performing as the age group coordinator, 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 communications coordinator, and supervised indirectly by the regional commissioner; (RC) and
3. To maintain the recommended 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 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 an age group coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 age group coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Relevant Section Meeting workshops.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Age U14-U19 Boys Recruiter**

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### **Purpose**

The AYSO volunteer position of age U14-U19 boys recruiter is intended to work with the regional coach administrator to recruit players for U-19, U-16, and U-14 boys' teams.

### **Specific Duties and Responsibilities**

The age U14-U19 boys' recruiter is expected to:

1. Get a list of all U-19, U-16, and U-14 boy players immediately following the second early registration session;
2. Get a list of last year's U-19, U-16, and U-14 boy players;
3. Review with the regional coach administrator how many boys are registered for each division and establish recruiting goals;
4. Enlist support of registered players to recruit other players; and
5. Follow up on recruiting leads until teams are filled.

### **Qualifications and Desired Skills**

To be considered for the position of age U14-U19 boys recruiter, the applicant should:

1. Have a good rapport with teenage boys;
2. Have the ability to communicate well;
3. Have good phone skills; and
4. Be screened.



## **Supervision Protocols**

While performing as the age U14-U19 boys recruiter, 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; and
3. To maintain the recommended 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 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 an age U14-U19 boys recruiter 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 age U14-U19 boys recruiter, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional coach commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

While performing the duties of age U14-U19 boys recruiter, 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. Independent work at home alone, in committees of adults, or in a properly supervised situation with children;
4. Regional board meetings; and
5. The annual section meeting.



## Age U14-U19 Girls Recruiter

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### **Purpose**

The AYSO volunteer position of age U14-U19 girls recruiter is intended to work with the regional coach administrator to recruit players for U-19, U-16, and U-14 girls teams.

### **Specific Duties and Responsibilities**

The age U14-U19 girls recruiter is expected to:

1. Get a list of all U-19, U-16, and U-14 girl players immediately following the second early registration session;
2. Get a list of last year's U-19, U-16, and U-14 girl players;
3. Review with the regional coach administrator how many are registered for each division and establish recruiting goals;
4. Enlist support of registered players to recruit other players; and
5. Follow up on recruiting leads until teams are filled.

### **Qualifications and Desired Skills**

To be considered for the position of age U14-U19 girls recruiter, the applicant should:

1. Have a good rapport with teenage girls;
2. Have the ability to communicate well;
3. Have good phone skills; and
4. Be screened.

## **Supervision Protocols**

While performing as the age U14-U19 girls recruiter, 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; and
3. To maintain the recommended 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 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 an age U14-U19 girls recruiter 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 age U14-U19 girls recruiter, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional coach commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

While performing the duties of age U14-U19 girls recruiter, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;

2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Area/Section Coordinator

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### Purpose

The AYSO volunteer position of area/section coordinator is intended to report to the area director and is responsible for all area/section liaisons.

### Specific Duties and Responsibilities

The area/section coordinator is expected to:

1. Attend all area meetings (every month);
2. Attend section meetings;
3. Maintain files on area/section issues, such as tournament rules, clinic schedules, etc.;
4. Make soccer coordination calls; and
5. Present area/section issues status to the regional board (2-3 meetings per year).

### Qualifications and Desired Skills

To be considered for the position of area/section coordinator, the applicant should:

1. Have note taking skills; and
2. Be organized.

### Supervision Protocols

While performing as the area/section coordinator, 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 communications coordinator, and supervised indirectly by the regional commissioner; (RC) and

3. To maintain the recommended 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 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 an area/section coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 area/section coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. Section Meeting workshops and caucuses; and
4. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of area/section coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. Area meetings;
3. Section staff meetings;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Area/Section Worker**

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### **Purpose**

The AYSO volunteer position of area/section worker is intended to report to the area section coordinator and help with area/section matters as needed.

### **Specific Duties and Responsibilities**

The area/section worker is expected to:

1. Assist the area/section coordinator in organizing and scheduling area and/or section meetings and clinics; and
2. Assist in organizing tournament rules, spring soccer coordination, etc.

### **Qualifications and Desired Skills**

To be considered for the position of area/section worker, the applicant should:

1. Be detail oriented; and
2. Be organized.

### **Supervision Protocols**

While performing as the area/section worker, 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 area/section coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 an area/section worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 area/section worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional coach commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. Section Meeting workshops; and
4. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of area/section worker, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. Area meetings;
3. Area staff meetings;
4. The annual section meeting;
5. Assigned field locations;
6. Assigned classroom locations; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Assistant Coach**

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### **Purpose**

The AYSO volunteer position of assistant coach is intended to help the head coach with all coaching responsibilities.

### **Specific Duties and Responsibilities**

The assistant coach is expected to:

1. Attend team organization night with the head coach before the season begins;
2. Attend the age appropriate coach clinic for training on how to coach or as a refresher on AYSO philosophy;
3. Represent the head coach at the uniform and equipment distribution night prior to a season to receive team uniforms, equipment, and playing schedule if head coach is unable to attend;
4. Help run one to two practices per week, develop team line-ups for games, and attend regular and tournament games;
5. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
6. Provide player evaluations to the division coordinators at the end of the season; and
7. Carry out other team tasks as necessary upon request of the head coach.

### **Qualifications and Desired Skills**

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

1. Be reliable;
2. Have an interest in helping children;

3. Have good character;
4. Be interested in promoting the benefits of youth sports, especially soccer;
5. Attend training classes in coaching before the season begins; and
6. Be screened.

### **Supervision Protocols**

While performing as the assistant coach, 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 head coach, and supervised indirectly by the regional coach administrator; and
3. To maintain the recommended 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 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 an assistant coach is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

1. Orientation by the head coach;
2. AYSO Safe Haven Coach Certification;
3. Training classes;
4. Coach clinics;
5. Referee clinics;
6. Annual coach update; and

## 7. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of assistant coach, 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. Regional meetings;
4. The annual section meeting; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Assistant Regional Coach Administrator

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### Purpose

The AYSO volunteer position of assistant regional coach administrator is intended to help the regional coach administrator with administrative work.

### Specific Duties and Responsibilities

The assistant regional coach administrator is expected to:

1. Work with the regional coach administrator to ensure there are enough coaches to support the size of the region;
2. Assist in team formation as needed;
3. Assist in coordinating a pre-season coaches meeting where issues of sportsmanship, safety, new laws, and specific regional issues are presented;
4. Assist the regional coach administrator to ensure that a U-6, U-8, U-10, or Youth Coach Course is conducted for all new coaches;
5. Assist the coach administrator in providing in-season training opportunities (specialized clinics, pizza night, etc.);
6. Assist in leadership and be an active role model exemplifying the AYSO culture and philosophies;
7. Assist in contributing articles on coaching to our regional newsletter when possible;
8. Assist the coach administrator in handling any coaching related problems;
9. Participate in player ratings and extended season team formation as needed; and
10. Work with the regional coach administrator to ensure only AYSO properly certified instructors are used in clinics and coaching courses.

## **Qualifications and Desired Skills**

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

1. Be a good administrator; and
2. Be organized.

## **Supervision Protocols**

While performing as the assistant regional coach 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 regional coach administrator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 an assistant regional coach administrator 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 assistant regional coach administrator, 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. Various coach track workshops at the annual Section Meeting;

3. Introductory Management Training;
4. Intermediate Management Training;
5. AYSO Safe Haven Coach Certification; and
6. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual Section Meeting;
3. Regional sponsored events;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Assistant Regional Referee Administrator**

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### **Purpose**

The AYSO volunteer position of assistant regional referee administrator is intended to help the regional referee administrator with administrative work.

### **Specific Duties and Responsibilities**

The assistant regional referee administrator is expected to:

1. Assist in contacting referees for trainings;
2. Provide leadership and be an active role model exemplifying the AYSO culture and its philosophies;
3. Assist in scheduling referees for games;
4. Prepare letters and mailings;
5. Schedule meetings with the referees within the region; and
6. Assist in recruiting referees.

### **Qualifications and Desired Skills**

To be considered for the position of assistant regional referee administrator, the applicant should:

1. Be competent with a computer;
2. Have access to a personal computer with a printer;
3. Have good organization skills; and
4. Have ability to deal with a large number of volunteers.



## **Supervision Protocols**

While performing as the assistant regional referee 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 regional referee administrator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 an assistant regional referee administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 assistant regional referee administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional referee administrator;
2. Various referee track workshops at the annual section meeting;
3. Introductory Management Training;
4. Intermediate Management Training;
5. Advanced Management Training; and

## 6. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Regional sponsored events;
4. Assigned field locations;
5. Assigned classroom locations;
6. AYSO approved clinics; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Assistant Registrar

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### Purpose

The AYSO volunteer position of assistant registrar is intended to help the registrar with preparation for registration day, posters, job descriptions, etc. He or she may become the registrar in future seasons.

### Specific Duties and Responsibilities

The assistant registrar is expected to:

1. Organize and call registration day workers and assign duties to them;
2. Interact with the late registration coordinator and database coordinator to see that all the registrants are processed; and
3. Assist the child and volunteer protection advocate in the implementation of AYSO Safe Haven Program.

### Qualifications and Desired Skills

To be considered for the position of assistant registrar, the applicant should:

1. Be organized; and
2. Be detail oriented.

### Supervision Protocols

While performing as the assistant registrar, 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 referee administrator, and supervised indirectly by the regional commissioner; and

3. To maintain the recommended 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 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 an assistant registrar is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 assistant registrar, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registrar;
2. Board and Staff Introductory Certification (BASIC);
3. Registration workshops offered at the annual section meeting; and
4. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of assistant registrar, 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 registration locations;
2. Assigned classroom locations;
3. The annual section meeting;
4. Regional board meetings; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Assistant Sponsor Coordinator**

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### **Purpose**

The AYSO volunteer position of assistant sponsor coordinator is intended to assist the sponsor coordinator in recruiting, scheduling, and organizing the region's sponsorships.

### **Specific Duties and Responsibilities**

The assistant sponsor coordinator is expected to:

1. Assist the sponsor coordinator at registration days, during the season, and at subsequent registration days;
2. Become the sponsor coordinator in subsequent seasons;
3. Help with recruiting sponsors, one per team and region sponsors, by locating them, finding out what they would like inscribed on their team sweatshirt (if a team sponsor) or on the regional sponsor banner, and following up on their commitments; and
4. Assist on preparing information necessary for the handbook, the team information packet, ordering sweatshirts, picture day, and purchase of plaques.

### **Qualifications and Desired Skills**

To be considered for the position of assistant sponsor coordinator, the applicant should:

1. Have great strength in communication;
2. Be organized; and
3. Be dependable.

### **Supervision Protocols**

While performing as the assistant sponsor coordinator, 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 referee administrator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 an assistant sponsor coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 assistant sponsor coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the sponsor coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. Sponsor workshops at the annual section meeting; and
4. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and

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



American Youth Soccer Organization



## Awards Coordinator

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### Purpose

The AYSO volunteer position of awards coordinator is intended to work with the purchasing coordinator to order, purchase, and distribute region awards as appropriate. Periodically, competitive quotes will be researched.

### Specific Duties and Responsibilities

The awards coordinator is expected to:

1. Get competitive quotes;
2. Plan, order, and deliver the opening season tournament awards, coaches' plaques, sponsor plaques, season trophies, end of season tournament medallions, and plaques for the board members;
3. Obtain accurate players' counts, and get lists of sponsors, coaches, teams, and board members, to ensure that the right number of awards are available and that the information on each award is correct; and
4. Ensure trophies are available per the region awards list and schedule.

### Qualifications and Desired Skills

To be considered for the position of awards coordinator, the applicant should:

1. Have phone skills;
2. Be organized; and
3. Work to secure a van or a truck for pick-up and delivery of trophies.

## **Supervision Protocols**

While performing as the awards coordinator, 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 purchasing coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 an awards coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 awards coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. Section meetings;
3. Assigned classroom locations;
4. Assigned field locations;



5. Regional sponsored activities; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Barbecue Coordinator**

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### **Purpose**

The AYSO volunteer position of barbecue coordinator is intended to schedule and train barbecue workers.

### **Specific Duties and Responsibilities**

The barbecue coordinator is expected to:

1. Manage schedules of bbq workers;
2. Provide instructions and training for bbq workers;
3. Telephone volunteers signed up as bbq workers prior to the game day to ensure attendance;
4. Check propane and buy as necessary; and
5. Attend coordinators meetings.

### **Qualifications and Desired Skills**

To be considered for the position of barbecue coordinator, the applicant should:

1. Be organized;
2. Have been a bbq worker in the past; and
3. Be knowledgeable about food preparation, health codes, and propane safety.

### **Supervision Protocols**

While performing as the barbecue coordinator, 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 snack shack coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 barbecue coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 barbecue coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the snack shack coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. Assigned field locations;
3. Assigned classroom locations;
4. Section meetings;
5. Propane refill locations; and

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



American Youth Soccer Organization



## **Barbecue Worker**

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### **Purpose**

The AYSO volunteer position of barbecue worker is intended to cook hamburgers and hot-dogs on the barbecue.

### **Specific Duties and Responsibilities**

The barbecue worker is expected to:

1. Buy lettuce and tomatoes (save receipt and get refund from snack shack cash box) on game day to ensure freshness;
2. Set up the bbq and table;
3. Prepare food as necessary, such as slicing tomatoes, onions, etc. (first shift);
4. BBQ hot-dogs, hamburgers, etc; and
5. Clean up the food, table, and return the bbq (last shift).

### **Qualifications and Desired Skills**

To be considered for the position of barbecue worker, the applicant should:

1. Be organized;
2. Be comfortable cooking on a propane barbecue; and
3. Be capable of following directions concerning food preparation, health codes, and propane safety.

## **Supervision Protocols**

While performing as the barbecue worker, 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 barbecue coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 barbecue worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 barbecue worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the barbecue coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

While performing the duties of barbecue worker, 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. Regional board meetings;
3. Section meetings;
4. Grocery store; and

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



American Youth Soccer Organization



## **Binder Coordinator**

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### **Purpose**

The AYSO volunteer position of binder coordinator is intended to assist the registrar in preparing and assembling the binders used to store corporate knowledge.

### **Specific Duties and Responsibilities**

The binder coordinator is expected to:

1. Update and assemble the binders including operating procedures, necessary instructions, phone numbers, contacts, and any information required to perform the designated jobs with guidance from the registrar;
2. Prepare binders;
3. Provide the binders to coordinators and have them review the binders prior to next registration;
4. Be screened; and
5. Be able to keep information in confidence.

### **Qualifications and Desired Skills**

To be considered for the position of binder coordinator, the applicant should:

1. Be organized;
2. Be detail oriented; and
3. Be able to work on a computer.

## **Supervision Protocols**

While performing as the binder coordinator, 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 registrar, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 binder coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 binder coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registrar;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

While performing the duties of binder coordinator, 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 classroom locations;
2. Regional board meetings;
3. The annual section meeting; and

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



American Youth Soccer Organization



## **Boys' Program Coordinator**

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### **Purpose**

The AYSO volunteer position of boys' program coordinator is intended to serve as a liaison between the regional commissioner and the age group coordinators for the operation of their all boys' divisions.

### **Specific Duties and Responsibilities**

The boys' program coordinator is expected to:

1. Check to see teams are balanced;
2. Ensure the practices and games for such boys' divisions are arranged and scheduled;
3. Aid the age group coordinators in resolving any questions or problems which may arise during the course of the season;
4. Attend coordinators' meetings;
5. Attend all team formation nights;
6. Ensure complete rosters (players, coaches, and assistant coaches) are turned in;
7. Ensure player evaluations are completed by coaches and collected by age group coordinators by end of regular season; and
8. Support age group coordinator and regional commissioner throughout the season as needed.

### **Qualifications and Desired Skills**

To be considered for the position of boys' program coordinator, the applicant should:

1. Have prior age group coordinator experience; and
2. Have strong organization skills.

### **Supervision Protocols**

While performing as the boys' program coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 boys' program coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 boys' program coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**



While performing the duties of boys' program coordinator, 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. Regional board meetings;
4. The annual section meetings; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Clinic Coordinator**

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### **Purpose**

The AYSO volunteer position of clinic coordinator is intended to organize coach and player clinics.

### **Specific Duties and Responsibilities**

The clinic coordinator is expected to:

1. Use AYSO registered instructors for all clinics and courses;
2. Track clinic participants, registration, and attendance;
3. Schedule fields and preparation;
4. Telephone participants;
5. Assign duties to the clinic workers;
6. Assist clinic workers with equipment, materials facilities, etc.;
7. Purchase and distribute refreshments; and
8. Ensure there is enough water throughout the clinic.

### **Qualifications and Desired Skills**

To be considered for the position of clinic coordinator, the applicant should:

1. Have organizing abilities;
2. Work well with others;
3. Know how to delegate;
4. Have planning skills; and
5. Be knowledgeable of AYSO Coaching Programs.

### **Supervision Protocols**

While performing as the Clinic coordinator, 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 coach administrator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 clinic coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 clinic coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

While performing the duties of clinic coordinator, 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. Regional meetings;
4. The annual section meeting; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Clinic Worker

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### Purpose

The AYSO volunteer position of clinic worker is intended to help the clinic coordinator organize coach and player clinics.

### Specific Duties and Responsibilities

The clinic worker is expected to:

1. Track clinic participants, registration, and attendance;
2. Schedule fields and preparation;
3. Telephone participants;
4. Assist clinic workers with equipment, materials facilities, etc.;
5. Purchase and distribute refreshments; and
6. Ensure there is enough water throughout the clinic.

### Qualifications and Desired Skills

To be considered for the position of clinic worker, the applicant should:

1. Be organized; and

2. Work well with others.

### **Supervision Protocols**

While performing as the Clinic worker, 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 clinic coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 clinic worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 clinic worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the clinic coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of clinic worker, 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. Regional meetings;

4. The annual section meeting; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Coach

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### Purpose

The AYSO volunteer position of coach is intended to develop in players a positive image of themselves, their teammates, coaches, game officials, and opponents, and provide a good role model for players. Additionally, the coach will develop in his/her players the appropriate soccer skills as recommended in the AYSO coaching manuals.

### Specific Duties and Responsibilities

The coach is expected to:

1. Attend team organization night with the assistant coach before the season begins;
2. Attend the age appropriate coaching course for training on how to coach or as a refresher on AYSO philosophy;
3. Attend uniform/equipment distribution night prior to a season to receive team uniforms, equipment, and a playing schedule;
4. Conduct appropriate practices;
5. Promote the AYSO philosophy;
6. Support the regional commissioner;
7. Cooperate with the regional coach administrator on all coaching matters;

8. Support the age group coordinator;
9. Distribute practice and game schedules to parents;
10. Conduct a parent meeting;
11. Teach age appropriate skills;
12. Refrain from the use of insulting, embarrassing, foul or abusive language;
13. Provide player evaluations to the age group coordinators at the end of the season;
14. Carry out other team tasks as necessary; and
15. Have FUN!

### **Qualifications and Desired Skills**

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

1. Have reliable qualities;
2. Attend training classes before the season begins; and
3. Be screened.

### **Supervision Protocols**

While performing as the coach, 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; and
3. To maintain the recommended 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 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 coach 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, 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. AYSO Safe Haven Coach Certification;
3. Continuing education;
4. Training classes;
5. Coach clinics; and
6. Referee clinics.

## **Activity Locations**

While performing the duties of coach, 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. Regional meetings;
4. The annual section meeting;
5. Regional sponsored events; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Coach Administrator Secretary**

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### **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; and
3. To maintain the recommended 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.

## **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 Meeting secretary workshop; and
5. Section Meeting 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 meeting;
4. Region board meetings; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Communication Coordinator

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### Purpose

The AYSO volunteer position of communication coordinator is intended to assist the region in all methods of internal communication.

### Specific Duties and Responsibilities

The communication coordinator is expected to:

1. Oversee the publication of the newsletter, roster handbook, and the region's library;
2. Work with the regional commissioner and the board secretary to publish appropriate materials in the newsletter; and
3. Work with the AYSO Creative Services Department.

### Qualifications and Desired Skills

To be considered for the position of communication coordinator, the applicant should:

1. Be organized; and
2. Be dependable.

### Supervision Protocols

While performing as the communication coordinator, 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 commissioner; and
3. To maintain the recommended 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 communication coordinator 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 communication coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 communication coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Computer Network Coordinator

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### Purpose

The AYSO volunteer position of computer network coordinator is intended to assist the consultant in ensuring the capability of region's networking access.

### Specific Duties and Responsibilities

The computer network coordinator is expected to:

1. Ensure the networking access and capability of region's registration server is enabled and maintained;
2. Be responsible for installation of the server at the snack shack or other appropriate location; and
3. Be able to help any additional computer and database assignment.

### Qualifications and Desired Skills

To be considered for the position of computer network coordinator; the applicant should:

1. Have experience with computer installation and usage;
2. Be detail oriented; and
3. Be dependable.

## **Supervision Protocols**

While performing as the computer network coordinator, 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 commissioner; and
3. To maintain the recommended supervision ration 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 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 computer network coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 computer network coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. WinAYSO workshop at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. Section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and

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



American Youth Soccer Organization



## **Consultant**

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### **Purpose**

The AYSO volunteer position of consultant is intended to assist the regional commissioner as necessary.

### **Specific Duties and Responsibilities**

The consultant is expected to allow the region to take advantage of unique talent in the community which does not necessarily have a standard job code.

### **Qualifications and Desired Skills**

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

1. Have had experience as an area director, treasurer, regional commissioner, database coordinator or out of region expertise in database management, coach, etc; and
2. Have unique talent or special qualities beneficial to the region.

### **Supervision Protocols**

While performing as the consultant, 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 commissioner; and



3. To maintain the recommended supervision ration 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 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 consultant is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and

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



American Youth Soccer Organization



## **Coordinator of Referee Assessment**

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### **Purpose**

The AYSO volunteer position of coordinator of referee assessment is intended to administer and maintain, at the national level, the Referee Assessment Program component of the AYSO National Referee Program for referee assessor training, assessment program and materials, and written and physical tests.

The position of coordinator of referee assessment is appointed for an initial three-year term of office by the AYSO national referee administrator (NRA). Once completed, the initial three-year term may be opened for application, or extended, on an annual basis, at the discretion of the NRA. When the position becomes vacant, for any reason, it shall be opened for applications for another initial three-year term of office.

All appointments are subject to the approval of the AYSO National Board of Directors and the Executive Director. The term of office shall begin on the first day of July each year.

### **Specific Duties and Responsibilities**

The coordinator of referee assessment is expected to:

1. Monitor and maintain the Referee Assessor Program;
2. Publish and maintain a list of assessors in cooperation with the referee coordinator at the NSTC;
3. Implement and maintain the Observer-Friend Program;

4. Monitor the Grade 3 Referee Mentor Program;
5. Maintain the Grade 2 Referee Assessor and Grade 1 Referee Assessor Training Programs and monitor their implementation;
6. Approve time, date, location, and instructors of all Grade 2 and Grade 1 Assessor Courses;
7. Develop and maintain a list of qualified instructors to teach the Grade 2 and Grade 1 Assessor courses;
8. Verify that candidates for referee assessor meet the prerequisites and are suitable;
9. Maintain and monitor the administration of the physical fitness test for referees;
10. Maintain the referee assessor manual; and
11. Complete other tasks that might be assigned by the NRA or by the National Executive Director.

### **Qualifications and Desired Skills**

To be considered for the position of coordinator of referee assessment, the applicant should:

1. Have experience as a section director of referee assessment in the AYSO National Referee Program or equivalent;
2. Demonstrate administrative ability in program planning, implementation, and management;
3. Be a Grade 1 referee assessor;
4. Be a National 2 Referee or higher badge level;
5. Be an AYSO Grade 4 or higher referee instructor level;
6. Demonstrate competency in testing and evaluation;
7. Be proficient in communication and in recognizing interpersonal skills; and
8. Demonstrate an unswerving commitment to the AYSO Philosophy.

### **Supervision Protocols**

While performing as the coordinator of referee assessment, 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 referee administrator; and

3. To maintain the recommended 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 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 coordinator of referee assessment is three years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 coordinator of referee assessment, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the national referee administrator; and
2. AYSO Safe Haven Referee Certification.

### **Activity Locations**

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

1. Regional board meetings;
2. Section staff meetings;
3. Area staff meetings;
4. The annual Section Meeting;
5. Assigned field locations;

6. Assigned classroom locations; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Coordinator of Referee Instruction**

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### **Purpose**

The AYSO volunteer position of coordinator of referee instruction is intended to develop, maintain, and administer the Referee Training Program component of the AYSO National Referee Program.

The position of coordinator of referee instruction is appointed for an initial three-year term of office by the AYSO national referee administrator (NRA). Once completed, the initial three-year term may be opened for application, or extended, on an annual basis, at the discretion of the NRA. When the position becomes vacant, for any reason, it shall be opened for applications for another initial three-year term of office.

All appointments are subject to the approval of the AYSO National Board of Directors and the Executive Director. The term of office shall begin on the first day of July each year.

### **Specific Duties and Responsibilities**

The coordinator of referee instruction is expected to:

1. Develop, maintain, and administer the Referee Training Program component of the AYSO National Referee Program;
2. Assist the manager of instruction in developing, training, and testing referee instructors;
3. Assist the national coordinator of referee assessment in the programs to test and certify referees, and to train, test, and certify referee mentors and referee assessors;

4. Maintain the referee and assistant referee training programs and monitor their implementation;
5. Monitor referee training camps to ensure compliance to the National Referee Program requirements;
6. Approve the time, date, location, and instructors of all National 2 and National 1 referee courses;
7. Prepare and maintain the written Law tests (Law tests are reviewed and approved by the AYSO FIFA Law interpreter);
8. Maintain the AYSO Referee Instructor manual; and
9. Complete other tasks that might be assigned by the NRA or by the National Executive Director.

### **Qualifications and Desired Skills**

To be considered for the position of coordinator of referee instruction, the applicant should:

1. Have experience as a section director of referee instruction or as a Grade 2 Referee Instructor or higher;
2. Have demonstrated competency in curriculum development and implementation;
3. Have expert knowledge of the FIFA Laws of the Game and the AYSO National Rules and Regulations;
4. Have knowledge and understanding of widely accepted referee procedures and techniques; and
5. Have demonstrated unswerving commitment to the AYSO philosophy.

### **Supervision Protocols**

While performing as the coordinator of referee instruction, 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 referee administrator; and
3. To maintain the recommended 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 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 coordinator of referee instruction is three years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 coordinator of referee instruction, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the national referee administrator; and
2. AYSO Safe Haven Referee Certification.

## **Activity Locations**

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

1. Regional board meetings;
2. Section staff meetings;
3. Area staff meetings;
4. The annual Section Meeting;
5. Assigned field locations;
6. Assigned classroom locations; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Coordinator of Special Events**

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### **Purpose**

The AYSO volunteer position of coordinator of special events is intended to be responsible for organizing any one of or all special events of the region.

### **Specific Duties and Responsibilities**

The coordinator of special events is expected to:

1. Get approval of the special event by the regional board;
2. Recruit workers to help organize and run the event;
3. Schedule location and time of the event; and
4. Secure equipment and materials needed for the event.

### **Qualifications and Desired Skills**

To be considered for the position of coordinator of special events, the applicant should:

1. Be organized;
2. Know how to delegate; and
3. Be self-motivated.



## **Supervision Protocols**

While performing as the coordinator of special events, 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 commissioner; and
3. To maintain the recommended 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 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 coordinator of special events is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 coordinator of special events, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and

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



American Youth Soccer Organization



## **Database Coordinator**

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### **Purpose**

The AYSO volunteer position of database coordinator is intended to be load the previous season's database onto the registration computer prior to registration.

### **Specific Duties and Responsibilities**

The database coordinator is expected to:

1. Oversee the database worker at registration;
2. Ensure the database worker receives the completed registration forms from the treasurer's table and brings up the player information file in the computer database;
3. Be involved in database management for the region; and
4. Update, verify, and add information to a database file, and generate reports and labels.

### **Qualifications and Desired Skills**

To be considered for the position of database coordinator, the applicant should:

1. Be able to work on computer;
3. Be organized;
2. Be detailed oriented; and

3. Be experienced in database management.

### **Supervision Protocols**

While performing as the database coordinator, 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 registrar, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 database coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 database coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registrar;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. WinAYSO workshop at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. Section meetings;

3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Day Camp Coordinator

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### Purpose

The AYSO volunteer position of day camp coordinator is intended to organize a clinic which gives some very basic instruction to new soccer players before the season begins.

### Specific Duties and Responsibilities

The day camp coordinator is expected to:

1. Get approval from the region and the area for camps;
2. Use only AYSO trained clinicians;
3. Follow the age appropriate guidelines as listed in the AYSO Coaching Programs;
4. Contact previous soccer day camp coordinator for camp information;
5. Get publicity material from soccer day camp;
6. Generate sign-up forms and set up booth at registration days;
7. Continue to sign-up players through the late registration process;
8. Arrange fields, participant schedule, and manage payments;
9. Notify players of clinic dates by mail and telephone;

10. Make telephone reminder calls to day camp participants;
11. Check in participants as they arrive;
12. Make arrangements for final payment to soccer day camp;
13. Provide budget, invoices, and financial report to the board and the treasurer;
14. Have proper liability insurance in place; and
15. Arrange schedules and deposit with soccer day camp for following year.

### **Qualifications and Desired Skills**

To be considered for the position of day camp coordinator, the applicant should:

1. Be reliable; and
2. Attend training before the season begins.

### **Supervision Protocols**

While performing as the day camp coordinator, 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; and
3. To maintain the recommended 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 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 day camp coordinator 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 day camp coordinator, 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; and
4. Be screened.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Equipment Coordinator

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### Purpose

The AYSO volunteer position of equipment coordinator is intended to manage the region's equipment and supervise the region's equipment workers.

### Specific Duties and Responsibilities

The equipment coordinator is expected to:

1. Set up the equipment room prior to the start of the season under the direction of the regional commissioner;
2. Use only AYSO trained clinicians;
3. Follow the age appropriate guidelines as listed in the AYSO Coaching Programs;
4. Contact previous soccer equipment coordinator for camp information;
5. Get publicity material from soccer day camp;
6. Generate sign-up forms and set up booth at registration days;
7. Continue to sign-up players through the late registration process;
8. Arrange fields, participant schedule, and manage payments;

9. Notify players of clinic dates by mail and telephone;
10. Make telephone reminder calls to day camp participants;
11. Check in participants as they arrive;
12. Make arrangements for final payment to soccer day camp;
13. Provide budget, invoices, and financial report to the board and the treasurer;
14. Have proper liability insurance in place; and
15. Arrange schedules and deposit with soccer day camp for following year.

### **Qualifications and Desired Skills**

To be considered for the position of equipment coordinator, the applicant should:

1. Be reliable; and
2. Attend training before the season begins.

### **Supervision Protocols**

While performing as the equipment coordinator, 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; and
3. To maintain the recommended 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 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 an equipment coordinator 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 equipment coordinator, 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; and
4. Be screened.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Equipment Worker

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### Purpose

The AYSO volunteer position of equipment worker is intended to set-up and check out the equipment, and open and close the equipment room during the season.

### Specific Duties and Responsibilities

The equipment worker is expected to:

1. Meet with the equipment coordinator prior to the season to set-up field bags;
2. Open the equipment room 30 minutes before the first game on each game day;
3. Close the equipment room 30 minutes after the last game on each game day; and
4. Report any missing or damaged equipment items to the equipment coordinator.

### Qualifications and Desired Skills

To be considered for the position of equipment worker, the applicant should:

1. Be dependable; and
2. Be punctual.

### Supervision Protocols

While performing as the equipment worker, 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 equipment coordinator, and supervised indirectly by the safety director; and
3. To maintain the recommended 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 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 an equipment worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the equipment coordinator:

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 equipment worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the equipment coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meetings;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Field Coordinator

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### Purpose

The AYSO volunteer position of field coordinator is intended to be responsible for acquisition and maintenance of all playing fields including practice fields.

### Specific Duties and Responsibilities

The field coordinator is expected to:

1. Assist the safety director in ensuring a proper and safe playing environment;
2. Coordinate with the referee and the safety director the correction of any and all hazardous conditions on or near the playing fields, e.g. holes, projection sprinkler heads, welding cracks in the goals, etc.;
3. Arrange field maintenance – mowing, raking, etc. – with the landowner;
4. Organize and supervise the field workers in marking the fields; and
5. Assist the child and volunteer protection advocate in Safe Haven related matters.

### Qualifications and Desired Skills

To be considered for the position of field coordinator, the applicant should:

1. Have knowledge of properly marking soccer fields;

2. Work well with others;
3. Know how to delegate; and
4. Have working knowledge of field and equipment safety.

### **Supervision Protocols**

While performing as the field coordinator, 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 safety director, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 field coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the safety 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 field coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the safety director;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and

4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Field Worker

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### **Purpose**

The AYSO volunteer position of field worker is intended to help mark the fields.

### **Specific Duties and Responsibilities**

The field worker is expected to:

1. Verify field measurements; and
2. Lay out, measure, and mark fields.

### **Qualifications and Desired Skills**

To be considered for the position of field worker, the applicant should:

1. Be reliable; and
2. Be organized.

### **Supervision Protocols**

While performing as the field worker, 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 field coordinator; supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 field worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the field coordinator:

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 field worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the field coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;



4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Flex Worker**

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### **Purpose**

The AYSO volunteer position of flex worker is intended to accommodate those parents with a unique and infrequent situation which does not allow them to volunteer for one of the currently open positions.

### **Specific Duties and Responsibilities**

The flex worker is expected to:

1. Make phone calls;
2. Deliver information to coaches at their homes or at the practice fields;
3. Type and mail correspondence; and
4. Assist in a properly supervised interaction with children.

### **Qualifications and Desired Skills**

To be considered for the position of flex worker, the applicant should:

1. Be able to work on a short notice;
2. Be dependable; and

3. Be flexible.

### **Supervision Protocols**

While performing as the flex worker, 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 job recruiting coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 flex worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the job recruiting coordinator:

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 flex worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the job recruiting coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## Girls' Program Coordinator

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### Purpose

The AYSO volunteer position of girls' program coordinator is intended to serve as a liaison between the regional commissioner and the age group coordinators for the operation of their all girls' division.

### Specific Duties and Responsibilities

The girls' program coordinator is expected to:

1. Ensure teams are balanced;
2. Ensure the practices and games for such girls' age groups are arranged and scheduled;
3. Aid the age group coordinators in resolving any questions or problems which may arise during the course of the season;
4. Attend coordinators' meetings;
5. Attend all team formation nights;
6. Ensure complete rosters (players, coaches, and assistant coaches) are turned in;
7. Ensure player evaluations are completed by coaches and collected by age group coordinators by end of the regular season; and

8. Support the age group coordinators and regional commissioner throughout the season as needed.

### **Qualifications and Desired Skills**

To be considered for the position of girls' program coordinator, the applicant should:

1. Have prior age group coordinator experience; and
2. Have strong organization skills.

### **Supervision Protocols**

While performing as the girls' program coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 girls' program coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the field coordinator:

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 girls' program coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and

4. Workshop “Coaching Girls: Is There a Difference?” at the section meeting.

### **Activity Locations**

While performing the duties of girls’ program coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Goalkeeper Jersey Recycling Coordinator**

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### **Purpose**

The AYSO volunteer position of goalkeeper jersey recycling coordinator is intended to be responsible for collecting, washing, sorting, and counting goalkeeper jerseys at the end of the season for re-use in the following season.

### **Specific Duties and Responsibilities**

The goalkeeper jersey recycling coordinator is expected to:

1. Contact all coaches and team representatives to retrieve the goalkeeper jerseys;
2. Insure that all goalkeeper jerseys are returned;
3. Have the jerseys washed, sorted, and counted; and
4. Ensure that the cleaned jerseys are to be delivered to the purchasing coordinator.

### **Qualifications and Desired Skills**

To be considered for the position of goalkeeper jersey recycling coordinator, the applicant should:

1. Be detail oriented;
2. Be dependable;

3. Be organized; and
4. Know how to operate a washer and dryer safely.

### **Supervision Protocols**

While performing as the goalkeeper jersey recycling coordinator, 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 purchasing coordinator, and supervised indirectly by the regional commissioner; and

3. To maintain the recommended 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 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 goalkeeper jersey recycling coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 goalkeeper jersey recycling coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of goalkeeper jersey recycling coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## Late Registration Coordinator

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### Purpose

The AYSO volunteer position of late registration coordinator is intended to organize and manage late registrations. The entire regional board should adopt and agree upon a late registration policy that everyone supports.

### Specific Duties and Responsibilities

The late registration coordinator is expected to:

1. Meet with the late registration workers for training;
2. Monitor late registration workers and process;
3. Work out the late registration schedule and assignments;
4. Work with the communication coordinator to ensure timely communication at schools and in newsletter;
5. Put up late registration posters at local schools and businesses;
6. Work out logistics, including being able to store materials;
7. Ensure availability of late registration information and schedules;
8. Prepare pre-addressed envelopes to send completed forms and checks to the appropriate people weekly; and
9. Ensure that all registrant materials are available at each of the scheduled late registration times.

### Qualifications and Desired Skills

To be considered for the position of late registration coordinator, the applicant should:

1. Be reliable; and
2. Have experience with a computer.

## **Supervision Protocols**

While performing as the late registration coordinator, 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 registrar, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 late registration coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the registrar:

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 late registration coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registrar;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Registrar workshop at section meeting; and
5. WinAYSO workshop at section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Late Registration Worker**

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### **Purpose**

The AYSO volunteer position of late registration worker is intended to conduct late registrations either alone or with another late registration worker depending on the schedule and expected number of registrants.

### **Specific Duties and Responsibilities**

The late registration worker is expected to:

1. Meet with the late registration coordinator and the other late registration workers right after the second registration day for training and to work out a schedule and assignments;
2. Register players; and
3. Sort forms and checks for distribution, and mail them to the appropriate person within one week.

### **Qualifications and Desired Skills**

To be considered for the position of late registration worker, the applicant should:

1. Be reliable; and
2. Have some experience with a computer.

### **Supervision Protocols**

While performing as the late registration worker, 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 late registration coordinator, and supervised indirectly by the registrar; and
3. To maintain the recommended 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 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 late registration coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the late registration coordinator:

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 late registration coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the late registration coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. Section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Lemonade Stand Coordinator**

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### **Purpose**

The AYSO volunteer position of lemonade stand coordinator is intended to sell lemonade, water, and frozen fruit bars during the opening season tournament.

### **Specific Duties and Responsibilities**

The lemonade stand coordinator is expected to:

1. Work with the snack shack coordinator to gather necessary equipment: Umbrella, table, drink tubs (for water or ice), drink dispenser (for lemonade), sign, etc.;
2. Buy supplies: bottles of water, lemonade, ice, etc.;
3. Set up equipment and prepare lemonade;
4. Sell bottles of water, lemonade, and frozen fruit bars;
5. Deliver funds to snack shack coordinator; and
6. Take down equipment.

### **Qualifications and Desired Skills**

To be considered for the position of lemonade stand coordinator, the applicant should:

1. Be comfortable handling money;
2. Enjoy working with the public; and
3. Be capable of following directions concerning food preparation and health codes.

## **Supervision Protocols**

While performing as the lemonade stand coordinator, 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 snack shack coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 lemonade stand coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the snack shack coordinator:

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 lemonade stand coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the snack shack coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Authorized vending locations;

4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## **Librarian**

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### **Purpose**

The AYSO volunteer position of librarian is intended to be responsible for the reference materials of the region.

### **Specific Duties and Responsibilities**

The librarian is expected to:

1. Keep reference materials during the season;
2. Attend coaches' clinics for the purpose of loaning library materials and selling books and manuals;
3. Keep track of checked out materials; and
4. Collect borrowed materials at the end of the season and return them to storage.

### **Qualifications and Desired Skills**

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

1. Be organized; and
2. Be detail oriented.

### **Supervision Protocols**

While performing as the librarian, 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 commissioner; and
3. To maintain the recommended 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 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 librarian is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Nets Coordinator**

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### **Purpose**

The AYSO volunteer position of nets coordinator is intended to be responsible for the overall set-up and take down of all nets on game days throughout the season and any tournament play.

### **Specific Duties and Responsibilities**

The nets coordinator is expected to:

1. Train and organize the nets workers to take the nets down and return them to the equipment room after the last game of the day. Nets may also be required for soccer camps;
2. Train net workers to set up and take down nets;
3. Organize teams of nets workers and their schedule; and
4. Report any damaged equipment to the equipment coordinator.

### **Qualifications and Desired Skills**

To be considered for the position of nets coordinator, the applicant should:

1. Know how to delegate;
2. Know how to organize others; and
3. Be dependable.

### **Supervision Protocols**

While performing as the nets coordinator, 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 equipment coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 nets coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the equipment coordinator:

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 nets coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the equipment coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Nets Worker**

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### **Purpose**

The AYSO volunteer position of nets worker is intended to set up and take down nets on game days.

### **Specific Duties and Responsibilities**

The nets worker is expected to:

1. Set-up and take down nets on assigned days; and
2. Report equipment and net problems to nets coordinator.

### **Qualifications and Desired Skills**

To be considered for the position of nets worker, the applicant should:

1. Be reliable; and
2. Be a punctual person.

### **Supervision Protocols**

While performing as the nets worker, 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 nets coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 nets worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the nets coordinator:

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 nets worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the nets coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## New Player Coordinator

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### Purpose

The AYSO volunteer position of new player coordinator is intended to organize one or two clinics which give some very basic instructions to new soccer players.

### Specific Duties and Responsibilities

The new player coordinator is expected to:

1. Obtain a new players' list from the registrar or the coach administrator and remove the U-6 players from the list;
2. Arrange fields (with the field coordinator) and coaches for new player clinics (2 coaches per 10 players) by getting a list of potential coaches from coach administrator;
3. Update flier and notify new players of clinic dates by mail and telephone two weeks before the clinics;
4. Notify the regional registrar two weeks before the clinics so that registrations can also take place at the clinics;
5. Make telephone reminder calls to new players 3 to 5 days before the clinics;
6. Make a list of confirmed attendees;
7. Phone coaches to confirm attendance;
8. Organize coaches at the field on clinic days 30 minutes before clinics start;
9. Check in new players as they arrive; and
10. Collect all evaluation forms from the coaches and forward them to the coach administrator.

## **Qualifications and Desired Skills**

To be considered for the position of new player coordinator, the applicant should:

1. Be organized;
2. Be screened; and
3. Be trained and certified as an AYSO coach.

## **Supervision Protocols**

While performing as the new player coordinator, 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; and
3. To maintain the recommended 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 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 new player coordinator 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 new player coordinator, 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); and
3. AYSO Safe Haven Program.



### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Newsletter Distribution Worker

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### Purpose

The AYSO volunteer position of newsletter distribution worker is intended to work with newsletter editor to distribute the newsletter in a timely fashion.

### Specific Duties and Responsibilities

The newsletter distribution worker is expected to:

1. Obtain mailing labels from the registrar;
2. Print and mail the newsletter to the membership; and
3. Assist the newsletter editor publish the newsletter 5 to 6 times a year, once before the registration, once or twice during the summer, once or twice during the season, and once at the end of the season.

### Qualifications and Desired Skills

To be considered for the position of newsletter distribution worker, the applicant should:

1. Be organized; and
2. Be dependable.

### Supervision Protocols

While performing as the newsletter distribution worker, 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 newsletter editor, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 newsletter distribution worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the newsletter editor:

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 newsletter distribution worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the newsletter editor;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Newsletter Editor

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### **Purpose**

The AYSO volunteer position of newsletter editor is intended to be responsible for putting together a regional newsletter.

### **Specific Duties and Responsibilities**

The newsletter editor is expected to:

1. Direct the newsletter research worker to collect information from board and staff members and coordinators;
2. Put the information into a newsletter;
3. Get the final draft to the newsletter distribution worker; and
4. Publish the newsletter 5 to 6 times a year, once before the registration, once or twice during the summer, once or twice during the season, and once at the end of the season.

### **Qualifications and Desired Skills**

To be considered for the position of newsletter editor, the applicant should:

1. Have access to a PC or other tools to produce the newsletter;
2. Be organized;
3. Have basic writing capabilities;
4. Have editing skills; and
5. Be detail oriented.

## **Supervision Protocols**

While performing as the newsletter editor, 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 commissioner; and
3. To maintain the recommended 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 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 newsletter editor is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 newsletter editor, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Newsletter Research Worker

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### Purpose

The AYSO volunteer position of newsletter research worker is intended to work with the newsletter editor to gather material for the newsletter in a timely fashion.

### Specific Duties and Responsibilities

The newsletter research worker is expected to:

1. Collect information from board members and regional coordinators and get it to the newsletter editor; and
2. Assist the newsletter editor in publishing the newsletter 5-6 times a year, once before the registration, once or twice during the summer, once or twice during the season, and once at the end of the season.

### Qualifications and Desired Skills

To be considered for the position of newsletter research worker, the applicant should:

1. Be organized;
2. Be dependable; and
3. Be detail oriented.

### Supervision Protocols

While performing as the newsletter research worker, 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 newsletter editor, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 newsletter research worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the newsletter editor:

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 newsletter research worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## Picture Day Coordinator

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### **Purpose**

The AYSO volunteer position of picture day coordinator is intended to work as a liaison between the regional board and the vendor contracted to provide pictures for regional teams and players.

### **Specific Duties and Responsibilities**

The picture day coordinator is expected to:

1. Organize and run the region's picture day;
2. Develop and distribute picture day schedules;
3. Confirm arrangements with the photographer;
4. Make sure that the teams are organized and on time;
5. Assist the photographer as needed;
6. Plan and manage a make-up picture day as needed;
7. Distribute pictures to the teams; and
8. Make arrangements with the photographer for the following year.

### **Qualifications and Desired Skills**

To be considered for the position of picture day coordinator, the applicant should:

1. Be organized; and
2. Have planning skills.

## **Supervision Protocols**

While performing as the picture day coordinator, 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 purchasing coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 picture day coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 picture day coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Picture Day Worker

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### Purpose

The AYSO volunteer position of picture day worker is intended to work with the picture day coordinator.

### Specific Duties and Responsibilities

The picture day worker is expected to:

1. Assist in developing and distributing picture day schedules;
2. Make sure the teams are organized and on time;
3. Assist the photographer as needed;
4. Put the team and sponsor name on a board for inclusion in the photo;
5. Assist on make-up picture day as needed; and
6. Distribute pictures to the teams.

### Qualifications and Desired Skills

To be considered for the position of picture day worker, the applicant should:

1. Be organized; and
2. Have planning skills.

### Supervision Protocols

While performing as the picture day worker, 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 picture day coordinator, and supervised indirectly by the regional commissioner; and

3. To maintain the recommended 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 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 picture day worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the picture day coordinator:

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 picture day worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the picture day coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Player Evaluation Coordinator**

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### **Purpose**

The AYSO volunteer position of player evaluation coordinator is intended to organize and distribute player evaluation forms as players need to be evaluated by their coaches in order to establish a consistent basis for creating balanced teams the following year.

### **Specific Duties and Responsibilities**

The player evaluation coordinator is expected to:

1. Have player evaluation forms distributed to all coaches at mid-season;
2. Ensure that all evaluations are completed by the coaches; and
3. Ensure that the age group coordinator collects all evaluations by the end of the regular season.

### **Qualifications and Desired Skills**

To be considered for the position of player evaluation coordinator, the applicant should:

1. Be tenacious at follow-up;
2. Be organized; and
3. Have extensive coaching experience.

### **Supervision Protocols**

While performing as the player evaluation coordinator, 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 coach administrator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 player evaluation coordinator 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 player evaluation coordinator, 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. Player evaluation workshop;
3. Board and Staff Introductory Certification (BASIC); and
4. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Policy Handbook Coordinator**

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### **Purpose**

The AYSO volunteer position of policy handbook coordinator is intended to maintain the master copy of the regional policy handbook and prepare it for production in the following year.

### **Specific Duties and Responsibilities**

The policy handbook coordinator is expected to:

1. Develop, communicate, and manage a process for collecting updates, additions, and corrections to the policy handbook;
2. Maintain the master copy of the policy handbook during the season and produce updates for the board to review and approve; and
3. Produce an updated master policy handbook, make copies, and deliver to registration days for the following season.

### **Qualifications and Desired Skills**

To be considered for the position of policy handbook coordinator, the applicant should:

1. Be proficient in a basic word processing program; and
2. Have access to a computer and a printer.

### **Supervision Protocols**

While performing as the policy handbook coordinator, 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 board secretary, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 policy handbook coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the board secretary:

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 policy handbook coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the board secretary;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Practice Fields Coordinator**

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### **Purpose**

The AYSO volunteer position of practice fields coordinator is intended to arrange and manage the necessities for coordinating practice fields for the region.

### **Specific Duties and Responsibilities**

The practice fields coordinator is expected to:

1. Obtain the practice fields requirements from the board;
2. Establish contact with appropriate organization to arrange for the use of soccer fields;
3. Obtain and complete the forms, obtain checks from treasurer (if applicable), and deliver as appropriate; and
4. Document the entire process including contact names, fee determination, schedule, etc.

### **Qualifications and Desired Skills**

To be considered for the position of practice fields coordinator, the applicant should:

1. Be dependable;
2. Be a skillful communicator;
3. Be detail oriented; and
4. Be organized.

### **Supervision Protocols**

While performing as the practice fields coordinator, 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 safety director, and supervised indirectly by the regional commissioner; and

3. To maintain the recommended 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 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 practice fields coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the safety 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 practice fields coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the safety director;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Publicity Coordinator

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### Purpose

The AYSO volunteer position of publicity coordinator is intended to disburse information concerning regional activities to the general public. There should be at least one article submitted to the local media per month during the season and for key activities during the off-season.

### Specific Duties and Responsibilities

The publicity coordinator is expected to:

1. Write articles and captions for submission, along with photographs, to the city news;
2. Review any articles and photographs submitted by others in the region;
3. Direct the publicity photographer to take appropriate photos;
4. Write articles about specific soccer events, including the summer soccer camp, the opening season tournament weekend, miscellaneous events at least once per month during the season, and some post-season play;
5. Submit work assignments to the publicity photographer and obtain photos for submission to the newspaper;
6. Be responsible for all regional publicity;
7. Attend regional board meetings;
8. Work with the AYSO Creative Services Department; and
9. Oversee copying and distribution of advertising fliers to all the elementary, secondary, and pre-schools from which the region has drawn its players 3 to 4 weeks prior to the first registration day.

## **Qualifications and Desired Skills**

To be considered for the position of publicity coordinator, the applicant should:

1. Be creative;
2. Be organized;
3. Be determined; and
4. Be assertive.

## **Supervision Protocols**

While performing as the publicity coordinator, 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 communications coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 publicity coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the communications coordinator:

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 publicity coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the communication coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and

4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Publicity Photographer

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### Purpose

The AYSO volunteer position of publicity photographer is intended to be responsible for all photo coverage at all regional events.

### Specific Duties and Responsibilities

The publicity photographer is expected to:

1. Provide photo coverage of registration days, coach clinics, referee clinics, player clinics, tournaments, season play, and award events; and
2. Submit photos of regional activities to the publicity coordinator.

### Qualifications and Desired Skills

To be considered for the position of publicity photographer, the applicant should:

1. Have photography skills and equipment; and
2. Be patient.

### Supervision Protocols

While performing as the publicity photographer, 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 publicity coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 publicity photographer is a full year. The estimated hours to fulfill duties by month shall be filled in by the safety 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 publicity photographer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the publicity coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## **Purchasing Coordinator**

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### **Purpose**

The AYSO volunteer position of purchasing coordinator is intended to oversee the purchasing and distribution of the region's uniforms, team and field equipment, sweatshirts, pictures, and awards/trophies, as well as the recycling of uniforms/sweatshirts, team banners, and goalkeeper jerseys.

### **Specific Duties and Responsibilities**

The purchasing coordinator key duties include:

1. Financial management;
2. Recruiting, scheduling, and organizing the activities required;
3. Major events: uniform and equipment distribution, uniform shorts exchange, sweatshirt distribution, picture day, picture distribution, and awards distribution;
4. Overseeing the following positions: assistant purchasing coordinator, uniform coordinator, equipment coordinator, sweatshirt distribution coordinator, uniform/sweatshirt worker, picture day coordinator, team banner recycling coordinator, and goalkeeper uniform recycling coordinator;
5. Attendance at registration days and the coordinators' meeting; and
6. Working with the treasurer and the regional commissioner to establish numbers 1 through 4.

### **Qualifications and Desired Skills**

To be considered for the position of purchasing coordinator, the applicant should:

1. Be an experienced planner;
2. Know how to handle finance;
3. Have computer skills; and
4. Have some accounting skills.

## **Supervision Protocols**

While performing as the purchasing coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 purchasing coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 purchasing coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Purchasing Distribution Worker**

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### **Purpose**

The AYSO volunteer position of purchasing distribution worker is intended to work with the assistant purchasing coordinator and assist the uniform coordinator, equipment coordinator, sweatshirt coordinator, and awards coordinator in the distribution of uniforms, equipment, sweatshirts, and awards.

### **Specific Duties and Responsibilities**

The purchasing distribution worker is expected to:

1. Organize uniforms and equipment prior to and distribute these items at the uniform/equipment distribution meetings;
2. Help out uniform exchanges;
3. Organize sweatshirts prior to and distribute them on picture days; and
4. Organize awards and plaques prior to and distribute them at the end of the regular season.

### **Qualifications and Desired Skills**

To be considered for the position of purchasing distribution worker, the applicant should:

1. Be organized; and
2. Be detail oriented.

### **Supervision Protocols**

While performing as the purchasing distribution worker, 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 assistant purchasing coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 purchasing distribution worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the assistant purchasing coordinator:

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 purchasing distribution worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the assistant purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Referee

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### Purpose

The AYSO volunteer position of referee is intended to control soccer matches played between teams of youth players in the age groups from U-6 to U-19 according to the AYSO National Rules and Regulations, the FIFA Laws of the Game and the prevailing guidelines provided at AYSO training courses. The referee is expected to cooperate with coaches and other officials to develop a positive self-image in the players and to provide a good role model for all AYSO participants.

### Specific Duties and Responsibilities

The referee is expected to:

1. Attend regional referee meetings before and during the season as required;
2. Attend specific referee training courses to develop refereeing skills;
3. Attend referee refresher courses as necessary to maintain AYSO rules, the FIFA Law knowledge, and become familiar with any changes in prevailing guidelines;
4. Officiate matches to which he/she is assigned according to the AYSO rules, the FIFA Laws and prevailing guidelines;
5. Keep a record of each match he/she officiates and make special reports as necessary;
6. Support the AYSO philosophies;
7. Support the regional commissioner and staff;
8. Cooperate with the regional referee administrator and referee staff on issues pertaining to refereeing;
9. Refrain from smoking, drinking of alcoholic beverages, and the use of insulting, embarrassing, foul or abusive language or behavior;
10. Carry out any other refereeing tasks as necessary; and
11. Have FUN!

## **Qualifications and Desired Skills**

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

1. Be reliable;
2. Have an interest in helping children;
3. Have good character;
4. Be interested in promoting the benefits of youth sports, especially soccer;
5. Be physically capable; and
6. Be trained and certified as an AYSO referee.

## **Supervision Protocols**

While performing as the referee, 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 referee administrator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 referee is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 referee, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional referee administrator;
2. Referee certification;
3. AYSO Safe Haven Referee Certification;
4. Various referee track workshops at the annual section meeting;
5. Referee training classes: Assistant referee, referee, regional referee, area referee, section referee, national 1 referee and national 2 referee;
6. Referee Assessor training classes: Grade 2 Referee Assessor and Grade 1 Referee Assessor;
7. FIFA Law and AYSO national rules and regulations update and refresher courses; and
8. Annual regional update.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meetings;
3. Assigned field locations;
4. Assigned classroom locations;
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children; and
6. Tournaments.





## **Referee Scheduler**

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### **Purpose**

The AYSO volunteer position of referee scheduler is intended to schedule referees for tournament and season games.

### **Specific Duties and Responsibilities**

The referee scheduler is expected to:

1. Work with the regional referee administrator to produce a master schedule before the beginning of a season;
2. Maintain a schedule of all referees for tournament and season games;
3. Maintain the master referee schedule when substitute referees are needed during the rest of the season; and
4. Follow-up and resolve schedule conflicts.

### **Qualifications and Desired Skills**

To be considered for the position of referee scheduler, the applicant should have the following:

1. Access to a computer and a printer;
2. Good spreadsheet skills, such as Excel: and
3. Awareness of level of competency of referees.

### **Supervision Protocols**

While performing as the referee scheduler, 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 referee administrator, and supervised indirectly by the regional commissioner; and

3. To maintain the recommended 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 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 referee scheduler is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 referee scheduler, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional referee administrator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Regional Auditor**

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### **Purpose**

The AYSO volunteer position of regional auditor is intended to assist the regional board in its fiduciary responsibilities to protect the region's assets by reviewing and monitoring the region's financial controls and records.

### **Specific Duties and Responsibilities**

The regional auditor is expected to:

1. Review the region's accounting practices and verify that they are in compliance with the AYSO treasurer manual requirements;
2. Check on a regular basis to verify that the internal control procedures are being followed;
3. Review the canceled checks, bank deposits, and bank transfers monthly;
4. Review the reconciliation of the region's bank and savings accounts monthly;
5. Review the financial report prepared by the National Support & Training Center (NAP report);
6. Compare actual revenues and expenditures to the region's annual budget and analyze any material variance; and
7. Submit a report at regional board meetings.

### **Qualifications and Desired Skills**

To be considered for the position of regional auditor, the applicant should:

1. Have some managerial and financial experience; and
2. Have some experience as a treasurer.

## **Supervision Protocols**

While performing as the regional auditor, 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 commissioner, and supervised indirectly by the regional board; and
3. To maintain the recommended 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 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 auditor is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 regional auditor, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Treasurer workshop at the annual section meeting.

## **Activity Locations**

While performing the duties of regional auditor, 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 classroom locations;
2. Assigned field locations;

3. Regional board meetings;
4. The annual section meeting; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Region Banner Coordinator

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### Purpose

The AYSO volunteer position of region banner coordinator is intended to procure the season's region sponsor banner by picture day.

### Specific Duties and Responsibilities

The region banner coordinator is expected to:

1. Get names of region sponsors from the sponsor coordinator;
2. Call the sponsors to verify their names and their desire for inclusion on the banners;
3. Identify a place to make the banners, specify requirements, and order;
4. Buy PVC pipe and hooks for hanging banners, cut and build frames; and
5. Assemble banners and frames and keep them in equipment room.

### Qualifications and Desired Skills

To be considered for the position of region banner coordinator, the applicant should have the following:

1. Be comfortable with hand tools; and
2. Be aware of safety requirements when working with tools.

### Supervision Protocols

While performing as the region banner coordinator, 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 sponsor coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 region banner coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the sponsor coordinator:

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 region banner coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the sponsor coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Regional Coach Trainer**

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### **Purpose**

The AYSO volunteer position of regional coach trainer is intended to implement, monitor, and maintain the coaching portion of AYSO educational programs at the regional level.

### **Specific Duties and Responsibilities**

The regional coach trainer is expected to:

1. Obtain course guides of the annual orientation of all coaches and assistant coaches, the coaching certification and licensing programs, and all AYSO training and clinics for coaching staff, up to and including the Youth Coach Course from AYSO National Support and Training Center.
2. Set up orientations, clinics, and training;
3. Obtain qualified instructors to teach; and
4. Work with the area coach trainer to meet the ongoing training needs of the region's coaches and assistant coaches.

### **Qualifications and Desired Skills**

To be considered for the position of regional coach trainer, the applicant should:

1. Be organized;
2. Be a good communicator; and
3. Be, at a minimum, a Grade 5 Instructor.

### **Supervision Protocols**

While performing as the regional coach trainer, 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 area coach trainer; and



3. To maintain the recommended 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 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 coach trainer 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 regional coach trainer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional administrator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. The AYSO Unified Instructor Program at section meetings;
5. Workshop National Coach Program at section meetings;
6. Grade 5 Instructor Course; and
7. Safe Haven Coach Certification Course.

### **Activity Locations**

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

1. Regional board meetings;
2. Area meetings;
3. The annual section meeting;
4. Assigned field locations;

5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Regional Commissioner Secretary**

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### **Purpose**

The AYSO volunteer position of regional commissioner secretary is intended to assist the regional commissioner with the board duties.

### **Specific Duties and Responsibilities**

The regional commissioner secretary is expected to:

1. Assist the regional commissioner in directing monthly board meetings, instituting regional policies, interfacing with other regions, recruiting players, scheduling the season and fields; and
2. Help the regional commissioner handle the financial aspects of running the region.

### **Qualifications and Desired Skills**

To be considered for the position of regional commissioner secretary, the applicant should:

1. Be organized; and
2. Be detail oriented.

### **Supervision Protocols**

While performing as the regional commissioner 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 commissioner; and
3. To maintain the recommended 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 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 commissioner secretary is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Secretary Workshop at the annual section meeting.

## **Activity Locations**

While performing the duties of regional commissioner 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. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Regional Director of Referee Assessment

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### Purpose

The AYSO volunteer position of regional director of referee assessment is intended to implement, monitor, and maintain the AYSO certification and assessment program at the regional level.

### Specific Duties and Responsibilities

The regional director of referee assessment is expected to:

1. Maintain a list of certified referees of the region;
2. Arrange assessments for the referees in the region who are seeking improvement and upgrade to a higher certification level with the area director of referee assessment;
3. Establish an ongoing Observer-Friend program to provide for mentoring of new referees by experienced referees;
4. Score the regional referee exam and award badges;
5. Administer the AYSO National Referee Certification Program;
6. Schedule Observer-Friend observations, and develop a staff of referee observers and certified referee mentors;
7. Keep records and prepare statistics including an annual report to the regional referee administrator;
8. Disseminate information to the regional referee administrator, the area referee administrator, and the section director of referee assessment;
9. Approve and process the applications and documents for regional referee certification;
10. Assign certified mentors to observe regional referees seeking upgrade to the area referee level; and
11. Approve and process applications and documents for promotion of regional referees to the area level after observation by a certified mentor has been successfully completed and forwarded to the area director of referee assessment for final approval.

## **Qualifications and Desired Skills**

To be considered for the position of regional director of referee assessment, the applicant should:

1. Have experience as an assessor in the AYSO Certification Program;
2. Demonstrate interest in promoting the benefits of participating in the AYSO Certification Program;
3. Have certification as an area referee or higher;
4. Currently be a Grade 2 Assessor;
5. Be proficient in communication and recognizing interpersonal skills; and
6. Demonstrate an unswerving commitment to the AYSO philosophy.

## **Supervision Protocols**

While performing as the regional director of referee assessment, 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 referee administrator, and supervised indirectly by area director of referee assessment; and
3. To maintain the recommended 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 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 director of referee assessment is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 regional director of referee assessment, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional referee administrator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Various referee track workshops at the annual section meeting; and
5. Workshop Preparation for Assessment at section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. Area meetings;
3. The annual section meeting;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Regional Director of Referee Instruction

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### Purpose

The AYSO volunteer position of regional director of referee instruction is intended to implement, monitor, and maintain the AYSO Referee Training Program component at the regional level of the Assistant Referee, Referee, and Regional Referee training courses.

### Specific Duties and Responsibilities

The regional director of referee instruction is expected to:

1. Obtain the course guides from the AYSO National Support and Training Center or area staff;
2. Set up orientations, clinics, and training;
3. Recruit and train qualified instructors to teach;
4. Work together with the area director of referee instruction to meet the ongoing training needs of the local referees, assistant referees, and youth referees;
5. Train and test Referees, Regional referees, and Youth referees;
6. Train assistant referees;
7. Facilitate the activities of all referee instructors with the region;
8. Implement, test, and report on curriculum, course content, and materials for referee instruction;
9. Conduct Referee, Regional Referee, and Assistant Referee training courses;
10. Serve as a liaison between the area director of referee instruction and the regional referee administrator;
11. Provide the area director of referee instruction with a record of instructional activity within the region;
12. Communicate with all referees and referee instructors in the region on matters pertaining to changes and interpretations of the FIFA Laws of the Game and the AYSO Rules and Regulations; and



13. Serve as an official spokesperson for interpretation of the FIFA Law at all regional sponsored events. (Confirm, as necessary, with the area/section directors of referee instruction or the AYSO FIFA Law Interpreter.

### **Qualifications and Desired Skills**

To be considered for the position of regional director of referee instruction, the applicant should:

1. Be organized;
2. Have the ability to work with a large group of volunteers;
3. Have experience as a Basic Referee Instructor (until December 31, 2000);
4. Be a certified AYSO Grade 5 Instructor, or Graded 4 Referee Instructor;
5. Have knowledge of the referee's needs in Regional Referee training;
6. Have practical knowledge of the FIFA Laws of the Game and the AYSO Rules and Regulations, and AYSO Referee procedures and techniques; and
7. Be committed to the AYSO philosophy.

### **Supervision Protocols**

While performing as the regional director of referee instruction, 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 referee administrator, and supervised indirectly by area director of referee assessment; and
3. To maintain the recommended 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 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 director of referee instruction is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional referee 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 regional director of referee instruction, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional referee administrator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Instructor training courses under the purview of the AYSO Unified Instructor Program.

## **Activity Locations**

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

1. Regional board meetings;
2. Area meetings;
3. The annual section meeting;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Regional Historian**

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### **Purpose**

The AYSO volunteer position of regional historian is intended to build a file system and archive copies of all regional documentation.

### **Specific Duties and Responsibilities**

The regional historian is expected to:

1. Develop a filing system for storing documentation;
2. Develop, communicate, and manage a process for collecting copies of all regional documentation from key commissioners and coordinators;
3. Collect and file documents; and
4. Regularly produce an index of the documentation file.

### **Qualifications and Desired Skills**

To be considered for the position of regional historian, the applicant should:

1. Be organized; and
2. Be detail oriented.

### **Supervision Protocols**

While performing as the regional historian, 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 board secretary, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 historian is a full year. The estimated hours to fulfill duties by month shall be filled in by the board secretary:

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 regional historian, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the board secretary;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Regional Recruitment

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### Purpose

The AYSO volunteer position of regional recruitment is intended to assist and work closely with the area director in recruiting new volunteers, to donate their time and talents for the successful operation of the area and for the succession planning of area board and staff members.

### Specific Duties and Responsibilities

The regional recruiter is expected to:

1. Work to fill the list of available jobs received from the regional commission;
2. Find jobs throughout the season for volunteers and for those volunteers who are absolutely unable to perform their jobs;
3. Find workers for jobs that are understaffed from time to time;
4. Keep track of the parents who do not have AYSO jobs; and
5. Carry out this job from home without a specific schedule except as necessary to fill positions.

### Qualifications and Desired Skills

To be considered for the position of regional recruiter the applicant should:

1. Have good phone skills;
2. Have some knowledge of the regional and area structure;
3. Take direction well; and
4. Have good communication skills.

## **Supervision Protocols**

While performing as the regional recruiter 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 area director; and
3. To maintain the recommended 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 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 recruiter is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 regional recruiter , AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Recruitment workshop at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Regional Secretary**

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### **Purpose**

The AYSO volunteer position of the regional secretary is intended to help with regional matters as needed.

### **Specific Duties and Responsibilities**

The regional secretary is expected to:

1. Organize and schedule regional meetings;
2. Record minutes of the region meetings and transcribe them for distribution to the regional staff; and
3. Attend region meetings (about eight per year) to record minutes, and as required.

### **Qualifications and Desired Skills**

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

1. Have good computer/typing skills;
2. Be able to take notes at meetings; and
3. Have some knowledge of AYSO.

### **Supervision Protocols**

While performing as the regional 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 commissioner; and
3. To maintain the recommended 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 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 secretary is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

1. Orientation by the regional commissioner;
2. AYSO regional staff training;
3. AYSO Safe Haven Program; and
4. Secretary workshop at the annual Section Meeting.

## **Activity Locations**

While performing the duties of the regional 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. Regional meetings;
2. The annual Section Meeting;
3. Assigned classroom locations;
4. Regional sponsored activities; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Regional Sponsor

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### Purpose

The AYSO volunteer position of regional sponsor is intended to financially assist the region in providing soccer opportunities to youth in the community.

### Specific Duties and Responsibilities

The regional sponsor is expected to:

1. Provide non-refundable fee to help support the regional operations, scholarships, field maintenance, etc.;
2. Be a universal support resource for the region, and therefore, not a sponsor of a specifically designated team; and
3. Have the sponsor's name on the regional sponsor banner display, if they should so choose.

### Qualifications and Desired Skills

To be considered for a regional sponsor, the applicant should:

1. Promote a positive child development; and
2. Believe in AYSO's mission statement.

### Time Commitment

The anticipated time commitment for a regional sponsor is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

For a regional sponsor, AYSO will offer the following educational opportunities.

1. Orientation by the regional commissioner; and
2. Sponsor workshop at the annual section meeting.

## **Activity Locations**

The regional sponsor or any representative of the regional sponsor is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting; and
3. Assigned field locations.



## Registration Data Entry Worker

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### Purpose

The AYSO volunteer position of registration data entry worker is intended to work on the days of registration entering information in the database.

### Specific Duties and Responsibilities

The registration data entry worker is expected to:

1. Help with sorting the registration forms;
2. Help with screening incomplete forms including missing birth dates, references, social security numbers, signatures, etc.; and
3. Enter registration information in the registration database.

### Qualifications and Desired Skills

To be considered for the position of registration data entry worker, the applicant should:

1. Have keying abilities;
2. Be organized; and
3. Be detail oriented.

### Supervision Protocols

While performing as the registration data entry worker, 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 registration day coordinator, and supervised indirectly by the registrar; and
3. To maintain the recommended 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 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 registration data entry worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the registrar:

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 registration data entry worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registrar;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Registration workshop at the annual section meeting.

## **Activity Locations**

While performing the duties of registration data entry worker, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Registration Day Coordinator

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### **Purpose**

The AYSO volunteer position of registration day coordinator is intended to manage registration days.

### **Specific Duties and Responsibilities**

The registration day coordinator is expected to:

1. Bring snacks;
2. Greet people and pass out registration forms;
3. Verify that the forms are filled out correctly;
4. Accept payments;
5. Fill out deposit slips;
6. Sort forms; and
7. Do data entry.

### **Qualifications and Desired Skills**

To be considered for the position of registration day coordinator, the applicant should:

1. Be able to enter data in a computer;
2. Be organized; and
3. Be detail oriented.

## **Supervision Protocols**

While performing as the registration day coordinator, 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 registrar, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 registration day coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the registrar:

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 registration day coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registrar;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Registration workshop at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;

3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## Registration Day Worker

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### **Purpose**

The AYSO volunteer position of registration day worker is intended to work registration days.

### **Specific Duties and Responsibilities**

The registration day worker is expected to:

1. Help set up;
2. Bring snacks;
3. Greet people and pass out registration forms;
4. Verify that the forms are filled out completely and correctly;
5. Accept payments;
6. Assist the treasurer in filling out deposit slips; and
7. Sort forms.

### **Qualifications and Desired Skills**

To be considered for the position of registration day worker, the applicant should:

1. Be able to work with people;
2. Have communicational skills; and
3. Be organized.

### **Supervision Protocols**

While performing as the registration day worker, 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 registration day coordinator, and supervised indirectly by the registrar; and

3. To maintain the recommended 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 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 registration day worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the registration day coordinator:

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 registration day worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the registration day coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Registration workshop at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Roster Handbook Editor**

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### **Purpose**

The AYSO volunteer position of roster handbook editor is intended to be responsible for the publication of the roster handbook for the region.

### **Specific Duties and Responsibilities**

The roster handbook editor is expected to:

1. Gather information for the handbook. This includes introductory materials, team rosters, board member names, schedules, etc.;
2. Format each page as it is to appear in the handbook (or mock up copy of past books);
3. Have the mockup reviewed by the regional commissioner;
4. Recheck the spelling of names once more;
5. Have the book collated and printed; and
6. Distribute the book to the division coordinators.

### **Qualifications and Desired Skills**

To be considered for the position of roster handbook editor, the applicant should:

1. Have keying abilities;
2. Be organized; and
3. Have access to a computer.

## **Supervision Protocols**

While performing as the roster handbook editor, 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 communications coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 roster handbook editor is a full year. The estimated hours to fulfill duties by month shall be filled in by the communication coordinator:

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 roster handbook editor, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the communication coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Roster Handbook Worker**

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### **Purpose**

The AYSO volunteer position of roster handbook worker is intended to work with the roster handbook editor who is responsible for the publication of the roster handbook

### **Specific Duties and Responsibilities**

The roster handbook worker is expected to:

1. Make telephone calls to gather and verify information for the handbook. This includes team rosters, board member names, schedules, etc.;
2. Help format each page as it is to appear in the handbook;
3. Take the mockup copy to be reviewed and approved by the regional commissioner;
4. Check and recheck the spelling of names;
5. Have the book collated and printed; and
6. Distribute the book to the age group coordinators.

### **Qualifications and Desired Skills**

To be considered for the position of roster handbook worker, the applicant should:

1. Have keying abilities;
2. Be organized; and
3. Have access to a computer.

## **Supervision Protocols**

While performing as the roster handbook worker, 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 roster handbook editor, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 roster handbook worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the roster handbook editor:

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 roster handbook worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the roster handbook editor;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## **Safety/Clean-Up Worker**

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### **Purpose**

The AYSO volunteer position of safety/clean-up worker is intended to ensure the safety and cleanliness of the fields.

### **Specific Duties and Responsibilities**

The safety/clean-up worker is expected to:

1. Walk the fields before and after each game with a garbage bag checking for potential hazards and picking up game liter; and
2. Report problems to the safety director by Monday evening.

### **Qualifications and Desired Skills**

To be considered for the position of safety/clean-up worker, the applicant should:

1. Be dependable;
2. Be detail oriented;
3. Understand safety procedures; and
4. Have experience in dealing with potential safety hazards.

### **Supervision Protocols**

While performing as the safety/clean-up worker, 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 safety director; supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 safety/clean-up worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the field coordinator:

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 safety/clean-up worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the safety director;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program;
4. Safety Director workshop at the annual section meeting; and
5. Risk Management workshop at the annual section meeting.

### **Activity Locations**

While performing the duties of safety/clean-up worker, 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. Regional meetings;
4. Section meeting; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Schedule Coordinator

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### Purpose

The AYSO volunteer position of schedule coordinator is intended to assist the regional commissioner in scheduling as it relates to running the region.

### Specific Duties and Responsibilities

The schedule coordinator is expected to:

1. Schedule board meetings, field use, inter-regional plays, etc.; and
2. Keep an up-to-date tickler file of all region related scheduling items.

### Qualifications and Desired Skills

To be considered for the position of schedule coordinator, the applicant should:

1. Have access to a PC and be able to run a calendar program; and
2. Have access to a modem.

### Supervision Protocols

While performing as the schedule coordinator , 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 commissioner; and
3. To maintain the recommended 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 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 schedule coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 schedule coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate workshop at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Scorekeeper

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### Purpose

The AYSO volunteer position of scorekeeper is intended to interact with the referees and age group coordinators to accurately and fairly record the team and player scores throughout the season.

### Specific Duties and Responsibilities

The scorekeeper is expected to:

1. Track win/loss records and points scored, regularly distributing the information to age group coordinators and posting the information at an agreed upon location;
2. Keep track of tournament records and post the totals at the field on tournament day.

### Qualifications and Desired Skills

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

1. Be detail oriented; and
2. Be able to respond in a timely fashion.

### Supervision Protocols

While performing as the scorekeeper, 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 commissioner; and
3. To maintain the recommended 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 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 scorekeeper is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Programs.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Snack Bar/Regional Sales Coordinator**

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### **Purpose**

The AYSO volunteer position of snack bar/regional sales coordinator is intended to serve as a liaison between the regional commissioner, the regional board, and the vendor(s) on supplying food, concessions, or other products for sale at the regional playing fields.

### **Specific Duties and Responsibilities**

The snack bar/regional sales coordinator is expected to:

1. Act in conjunction with the vendors supplying AYSO official logo products for sale and distribution at the regional level to the parents and children in AYSO;
2. Manage schedule of, provide instructions for, and train snack shack workers;
3. Ensure snack shack worker is scheduled for at least a shift;
4. Ensure attendance of snack shack workers by telephone prior to every game day;
5. Manage the snack shack budget account for deposition revenues and paying expenses;
6. Organize the key snack bar/regional sales workers in opening, operation, and closing the snack shack for the season;
7. Set merchandise, inventory, and pricing strategies;
8. Instruct the snack shack buyers on what, where, and how to buy for the snack shack;
9. Assist the snack shack buyer in setting up the snack shack prior to the start of the season; and
10. Ensure that inventory is taken at the end of every game day by the snack shack workers to determine what is required.

## **Qualifications and Desired Skills**

To be considered for the position of snack bar/regional sales coordinator, the applicant should:

1. Be organized;
2. Be able to keep accurate records;
3. Be knowledgeable about food preparation and health codes; and
4. Know how to create and keep a budget.

## **Supervision Protocols**

While performing as the snack bar/regional sales coordinator, 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 treasurer, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 snack bar/regional sales coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the treasurer:

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 snack bar/regional sales coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the treasurer;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.



### **Activity Locations**

While performing the duties of snack bar/regional sales coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Snack Shack Buyer**

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### **Purpose**

The AYSO volunteer position of snack shack buyer is intended to schedule and order all the necessary food and drink for the snack shack.

### **Specific Duties and Responsibilities**

The snack shack buyer is expected to:

1. Check supplies and plan purchases for the snack shack;
2. Shop every second or third week;
3. Keep records and receipts of purchases;
4. Ensure inventory is taken at the end of every game day by the snack shack workers;
5. Assist the snack bar/regional sales coordinator in setting up the snack shack prior to the start of the season; and
6. Attend the coordinators' meeting.

### **Qualifications and Desired Skills**

To be considered for the position of snack shack buyer, the applicant should:

1. Have access to a roomy vehicle such as a mini-van or a pickup truck;
2. Have access to discount food stores, such as Costco or Sam's club;
3. Be able to keep good accurate records; and
4. Be knowledgeable about food preparation and health codes.

## **Supervision Protocols**

While performing as the snack shack buyer, 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 snack shack coordinator, and supervised indirectly by the snack bar/regional sales coordinator; and
3. To maintain the recommended 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 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 snack shack buyer is a full year. The estimated hours to fulfill duties by month shall be filled in by the snack shack coordinator:

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 snack shack buyer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the snack shack coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations;
5. Assigned vendors; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Snack Shack Worker**

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### **Purpose**

The AYSO volunteer position of snack shack worker is intended to operate the snack shack.

### **Specific Duties and Responsibilities**

The snack shack worker is expected to:

1. Get the cash box from the snack shack coordinator;
2. Open the snack shack 15 minutes prior to the first snack shack shift;
3. Prepare coffee and food;
4. Sell food, drinks, and AYSO official logo products;
5. Check the soft drink supply and re-supply as necessary;
6. Clean up the snack shack at the end of each day;
7. Fill out an inventory form and leave in snack shack; and
8. Deliver the cash box to snack shack coordinator.

### **Qualifications and Desired Skills**

To be considered for the position of snack shack worker, the applicant should:

1. Be comfortable dealing with money and the public;
2. Be reliable;
3. Be dependable; and
4. Be knowledgeable about food preparation and health codes.

## **Supervision Protocols**

While performing as the snack shack worker, 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 snack shack coordinator, and supervised indirectly by the snack bar/regional sales coordinator; and
3. To maintain the recommended 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 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 snack shack worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the snack shack coordinator:

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 snack shack worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the snack shack coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Sponsor Coordinator

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### Purpose

The AYSO volunteer position of sponsor coordinator is intended to recruit and organize the region's sponsorships. A team sponsor contributes \$\_\_\_\_\_ to financially assist the region. A region sponsor contributes \$\_\_\_\_\_ to financially assist the operation of the entire region and promote AYSO youth soccer opportunities in the community.

### Specific Duties and Responsibilities

The sponsor coordinator is expected to:

1. Ensure the accurate and timely communication of sponsors, team assignments, and sponsor names. This information is required for the handbook, team information packet, sweatshirt order, picture day, and sponsor plaques; and
2. Attend registration days in \_\_\_\_\_ and the coordinator's meeting in \_\_\_\_\_ is required.

### Qualifications and Desired Skills

To be considered for the position of sponsor coordinator, the applicant should:

1. Be organized;
2. Be detail oriented; and
3. Represent the ideals and philosophy of AYSO.

### Supervision Protocols

While performing as the sponsor coordinator, 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 treasurer, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 sponsor coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the treasurer:

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 sponsor coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the treasurer;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Sponsor workshop at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Sportsmanship Coordinator

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### Purpose

The AYSO volunteer position of sportsmanship coordinator is intended to be responsible for directing the sportsmanship program.

### Specific Duties and Responsibilities

The sportsmanship coordinator is expected to:

1. Purchase sportsmanship patches and cards (from the area director) during the summer;
2. Get final team information (team number and name, coaches; names, number of games per team);
3. Assemble and label the appropriate number (for the pre-, regular, and post-season games) of cards with patches stapled to each card for every team, along with instructions;
4. Provide these packets to the uniform coordinator prior to the uniform distribution meeting;
5. Make arrangements for providing extra patches and cards as necessary;
6. Make extra patches available for sale on the next to last game (purchase contingent on team showing that they earned patches for at least 75% of their game); and
7. Return funds to the treasurer and extra patches and cards to the coach administrator.

### Qualifications and Desired Skills

To be considered for the position of sportsmanship coordinator, the applicant should:

1. Be organized; and
2. Be detail oriented.

## **Supervision Protocols**

While performing as the sportsmanship coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 sportsmanship coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 sportsmanship coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Sportsmanship workshop at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Spring Season Coordinator

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### Purpose

The AYSO volunteer position of spring season coordinator is intended to organize a spring season play after a fall season.

### Specific Duties and Responsibilities

The spring season coordinator is expected to:

1. Oversee, delegate, and coordinate a spring season registration, team selection, coaching and refereeing staff, fields, uniforms, etc;
2. Work closely with the regional coach administrator, regional referee administrator, and other regional board members;
3. Obtain a player list from the registrar or regional coach administrator;
4. Schedule mail-in or show-up registration for players;
5. Arrange fields, coaches, and referees;
6. Notify players of team selection and playing dates by mail and telephone;
7. Check in participants as they arrive; and
8. Notify the registrar so that registration can also take place at the first Spring game.

### Qualifications and Desired Skills

To be considered for the position of spring season coordinator, the applicant should:

1. Be reliable;
2. Be organized; and
3. Be familiar with AYSO National Rules and Regulations.

## **Supervision Protocols**

While performing as the spring season coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 spring season coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 spring season coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Secondary Season workshop at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Spring Season Worker

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### Purpose

The AYSO volunteer position of spring season worker is intended to take directions from the spring season coordinator to organize a spring season play after a fall season.

### Specific Duties and Responsibilities

The spring season worker is expected to:

1. Assist in the spring season registration, team selection, coaching and refereeing staff, fields, uniforms, etc.;
2. Work closely with the spring season coordinator;
3. Obtain a player list from the registrar or regional coach administrator;
4. Help with the mail-in or show-up registration for players;
5. Support the efforts in arranging fields, coaches, and referees;
6. Notify players of team selection and playing dates by mail and telephone; and
7. Check-in participants as they arrive.

### Qualifications and Desired Skills

To be considered for the position of spring season worker, the applicant should:

1. Be reliable; and
2. Be familiar with AYSO National Rules and Regulations.

### Supervision Protocols

While performing as the spring season worker, 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 spring season coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 spring season worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the spring season coordinator:

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 spring season worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the spring season coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Secondary Season workshop at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Sweatshirt Distribution Coordinator**

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### **Purpose**

The AYSO volunteer position of sweatshirt distribution coordinator is intended to work with the purchasing coordinator to order, purchase, and distribute the correct number, style and size of team sweatshirts.

### **Specific Duties and Responsibilities**

The sweatshirt distribution coordinator is expected to:

1. Make sure that the correct number, size, names (sponsor or team), etc. of sweatshirts have been ordered per team;
2. Follow up on the availability of sweatshirts and prepare for their distribution on picture days;
3. Assist the purchasing coordinator as needed to insure timely distribution of sweatshirts;
4. Organize and manage the distribution of sweatshirts to coaches and/or team representatives on picture days;
5. Deal with incorrect orders, returns, wrong sizes or styles in a timely fashion; and
6. Attend coordinator meetings.

### **Qualifications and Desired Skills**

To be considered for the position of sweatshirt distribution coordinator, the applicant should:

1. Have access to a van or truck for pickup and delivery;
2. Be organized; and
3. Be dependable.

## **Supervision Protocols**

While performing as the sweatshirt distribution coordinator, 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 purchasing coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 sweatshirt distribution coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 sweatshirt distribution coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Purchasing workshop at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;

3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Team Assignment Coordinator**

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### **Purpose**

The AYSO volunteer position of team assignment coordinator is intended to organize and run team formation nights and team assignment nights.

### **Specific Duties and Responsibilities**

The team assignment coordinator is expected to:

1. Organize the events;
2. Secure required materials, forms, etc.;
3. Set up locations on scheduled nights;
4. Help coaches and age group coordinators where needed;
5. Be familiar with draft/balance procedures;
6. Process various forms; and
7. Secure the facilities following each event.

### **Qualifications and Desired Skills**

To be considered for the position of team assignment coordinator, the applicant should:

1. Be detail oriented; and
2. Be organized.

### **Supervision Protocols**

While performing as the team assignment coordinator, 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; and

3. To maintain the recommended 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 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 team assignment coordinator 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 team assignment coordinator, 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; and
4. Understanding Effective Team Balancing workshop at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Team Assignment Worker

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### Purpose

The AYSO volunteer position of team assignment worker is intended to assist the team assignment coordinator in all capacities to ensure successful team formation and team assignment nights.

### Specific Duties and Responsibilities

The team assignment worker is expected to:

1. Help the team assignment coordinator organize the events, secure required materials, forms, etc., and set up locations on scheduled nights;
2. Help coaches and age group coordinators where needed;
3. Process various forms; and
4. Help clean up and close facilities following the events.

### Qualifications and Desired Skills

To be considered for the position of team assignment worker, the applicant should:

1. Be detail oriented;
2. Be competent with a calculator;
3. Be organized; and
4. Have a working knowledge of team balancing procedure.

### Supervision Protocols

While performing as the team assignment worker, 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 team assignment coordinator, and supervised indirectly by the regional coach administrator; and

3. To maintain the recommended 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 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 team assignment worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the team assignment coordinator:

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 team assignment worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the team assignment coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Understanding Effective Team Balancing workshop at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## **Team Banner Recycling Coordinator**

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### **Purpose**

The AYSO volunteer position of team banner recycling coordinator is intended to set up and execute a process to collect, sort, and recycle specific team banners for team names which are used season after season.

### **Specific Duties and Responsibilities**

The team banner recycling coordinator is expected to:

1. Work with the team representative coordinators to communicate the process for collecting and distributing team banners; and
2. Ensure that information is communicated to team representatives in time for them to drop off used banners for later distributions at the start of the season.

### **Qualifications and Desired Skills**

To be considered for the position of team banner recycling coordinator, the applicant should:

1. Have planning skills; and
2. Have follow through abilities.

### **Supervision Protocols**

While performing as the team banner recycling coordinator, 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 team purchasing coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 team banner recycling coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 team banner recycling coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

While performing the duties of team banner recycling coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Team Communication Coordinator

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### Purpose

The AYSO volunteer position of team communication coordinator is intended to direct the efforts of the team communication workers and be responsible for communications between the region and the individual teams.

### Specific Duties and Responsibilities

The team communication coordinator is expected to:

1. Pass out communication fliers, information requests, and other materials between the teams and the officials of the region and vice versa by delivering materials to each team.

### Qualifications and Desired Skills

To be considered for the position of team communication coordinator, the applicant should:

1. Be a good communicator.

### Supervision Protocols

While performing as the team communication coordinator, 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 commissioner secretary, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 team communication coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner secretary:

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 team communication coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner secretary;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Team Communication Worker

---

### Purpose

The AYSO volunteer position of team communication worker is intended to be responsible for communications between the region and the individual teams.

### Specific Duties and Responsibilities

The team communication worker is expected to:

1. Pass out fliers, information requests, and other materials between the teams and the officials of the region, by delivering materials to each team.

### Qualifications and Desired Skills

To be considered for the position of team communication worker, the applicant should:

1. Be organized;
2. Be detail oriented; and
3. Be a good communicator.

### Supervision Protocols

While performing as the team communication worker, 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 team communication coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 team communication worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the team communication coordinator:

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 team communication worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the team communication coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Team Foundation Coordinator**

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### **Purpose**

The AYSO volunteer position of team foundation coordinator is intended to organize and run team formation nights

### **Specific Duties and Responsibilities**

The team foundation coordinator is expected to:

1. Organize the events;
2. Secure required materials, forms, etc.;
3. Set up locations on scheduled nights;
4. Be familiar with draft/balance procedures;
5. Help coaches and age group coordinators where needed;
6. Process various forms; and
7. Secure the facilities following each event.

### **Qualifications and Desired Skills**

To be considered for the position of team foundation coordinator, the applicant should:

1. Be detail oriented;
2. Be competent with calculator; and
3. Be familiar with AYSO team balancing procedure.

## **Supervision Protocols**

While performing as the team foundation coordinator, 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; and
3. To maintain the recommended 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 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 team foundation coordinator 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 team foundation coordinator, 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; and
4. Understand Effective Team Balancing workshop at the annual section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;



3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Team Foundation Worker**

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### **Purpose**

The AYSO volunteer position of team foundation worker is intended to assist the team formation coordinator in all capacities to ensure successful team formation nights.

### **Specific Duties and Responsibilities**

The team foundation worker is expected to:

1. Help the team foundation coordinator organize the events;
2. Assist in securing required materials, forms, etc.;
3. Work with the team foundation coordinator in setting up locations on scheduled nights;
4. Help coaches and age group coordinators where needed;
5. Process various forms; and
6. Secure the facilities following each event.

### **Qualifications and Desired Skills**

To be considered for the position of team foundation worker, the applicant should:

1. Be detail oriented;
2. Be competent with calculator; and
3. Be familiar with AYSO team balancing procedure.

### **Supervision Protocols**

While performing as the team foundation worker, 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 team formation coordinator, and supervised indirectly by the regional commissioner; and

3. To maintain the recommended 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 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 team foundation worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the team formation coordinator:

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 team foundation worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the team foundation coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Understand Effective Team Balancing workshop at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Team Parent

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### Purpose

The AYSO volunteer position of team parent is intended to carry out duties as directed by the team parent coordinator.

### Specific Duties and Responsibilities

The team parent is expected to:

1. Distribute information to the coaches, players, and families of AYSO players; and
2. Assist team parent coordinator with the distribution of team and individual photos, fundraising materials, and awards or certificates to the players;

### Qualifications and Desired Skills

To be considered for the position of team parent, the applicant should:

1. Be a good communicator;
2. Be organized; and
3. Be dependable.

### Supervision Protocols

While performing as the team parent, 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 commissioner; and
3. To maintain the recommended 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 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 team parent is a full year. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 team parent, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the team parent coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Team Parent Coordinator

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### Purpose

The AYSO volunteer position of team parent coordinator is intended to serve as a liaison between the regional commissioner, regional coach administrator, other regional board and staff members, and the individual team parents.

### Specific Duties and Responsibilities

The team parent coordinator is expected to:

1. Distribute information to the coaches, players, and families of AYSO players through the individual team parents; and
2. Assist regional board and staff members with the distribution of team and individual photos, fundraising materials, and awards or certificates to the players.

### Qualifications and Desired Skills

To be considered for the position of team parent coordinator, the applicant should:

1. Be a good communicator;
2. Be organized; and
3. Be dependable.

### Supervision Protocols

While performing as the team parent coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 team parent coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 team parent coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Team Representative

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### Purpose

The AYSO volunteer position of team representative is intended to be responsible for all non-coaching aspects of the team.

### Specific Duties and Responsibilities

The team representative is expected to:

1. Meet with the coach(es) prior to the start of the season to understand coach's needs and expectations;
2. Organize the team kick-off meeting for the parents and players;
3. Distribute team practice and game schedule to all parents and coaches;
4. Contact age group coordinator prior to opening season game if any player or coach needs to change sweatshirt size ordered at registration;
5. Organize the team parent volunteers to help with distributing uniforms and sweatshirts, making phone calls, and planning the end-of-season pizza party;
6. Provide a schedule for parents to bring half-time oranges, water, and ice;
7. Get gifts for coach(es), including plaques for assistant coaches, as agreed among all parents;
8. Make calls 2 days in advance to remind parents of game day commitment;
9. Work with the coach throughout the season to ensure that all directives and any schedule changes are communicated to all players; and
10. Collect goalkeeper shirts and equipment at the end of the season and turn them in to the appropriate person.



## **Qualifications and Desired Skills**

To be considered for the position of team representative, the applicant should:

1. Be able to work with others;
2. Have strong organizational skills; and
3. Be reliable.

## **Supervision Protocols**

While performing as the team representative, 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 commissioner; and
3. To maintain the recommended 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 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 team representative is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 team representative, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Team Representative Coordinator

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### Purpose

The AYSO volunteer position of team representative coordinator is intended to oversee the team representatives, who are responsible for all non-coaching aspects of the team.

### Specific Duties and Responsibilities

The team representative coordinator is expected to:

1. Schedule and chair a meeting for all team representatives to help ensure that the team representatives understand their responsibilities before the season starts;
2. Develop a complete list of team representatives based on the registrations;
3. Inform the registrar of age groups where additional team representatives are needed;
4. Update the registrar on team representative needs throughout the season;
5. Communicate the detailed job description and other necessary information (season schedule, important phone numbers, etc.) to individual team representatives before the season begins;
6. Update the team representative information packet and distribute the packet (either via mail or at a meeting scheduled for that purpose) to individual team representatives;
7. Ensure that questions and concerns raised by team representatives during the season receive prompt and accurate responses;
8. Coach those team representatives who have difficulty or need more help doing their jobs; and
9. Work with other team representative coordinators, age group coordinators, and coaches to help solve problems as the season proceeds.

### Qualifications and Desired Skills

To be considered for the position of team representative coordinator, the applicant should:

1. Have some experience as a team representative;
2. Have strong communication skills in person and over the phone;

3. Be organized; and
4. Have administrative abilities.

### **Supervision Protocols**

While performing as the team representative coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 team representative coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 team representative coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Team Representative Coordinator Assistant

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### Purpose

The AYSO volunteer position of team representative coordinator assistant is intended to take direction from the team representative coordinator who oversees the team representatives. Team representatives are responsible for all non-coaching aspects of the teams.

### Specific Duties and Responsibilities

The team representative coordinator assistant is expected to:

1. Attend a meeting run by the team representative coordinator for all team representatives prior to the start of the season to help ensure that the team representatives understand their responsibilities well in advance of the season;
2. Assist the team representatives coordinator in updating the registrar on team representative needs throughout the season as late registrations are processed;
3. Help distribute detailed job description and other necessary information (season schedule, important phone numbers, etc.) to individual team representatives before the season begins;
4. Work with the team representative coordinator to ensure that questions and concerns raised by team representatives during the season receive prompt and accurate responses. This job may require considerable telephone time early in the season;
5. Work with other coordinators, age group coordinators, and coaches to help solve problems as season proceeds. This may include “coaching” team representatives who have difficulty doing their jobs; and
6. Have responsibility for ongoing communication with and support of at least half of the team representatives.

### Qualifications and Desired Skills

To be considered for the position of team representative coordinator assistant, the applicant should:

1. Have strong organization and communication skills; and
2. Be detail oriented.

## **Supervision Protocols**

While performing as the team representative coordinator assistant, 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 team representative coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 team representative coordinator assistant is a full year. The estimated hours to fulfill duties by month shall be filled in by the team representative:

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 team representative coordinator assistant, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the team representative;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

While performing the duties of team representative coordinator assistant, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations; and
4. Assigned classroom location.



## Team Sponsor

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### Purpose

An AYSO team sponsor is intended to financially assist the region in providing soccer opportunities to youth in the community.

### Specific Duties and Responsibilities

The team sponsor is expected to:

1. Provide a non-refundable fee to help support the costs of running a designated team;
2. Appropriately “advertise” on the back of the team’s sweatshirts; and
3. Receive a plaque with the team picture at the end of the season.

### Qualifications and Desired Skills

To be considered for a team sponsor, the applicant should:

1. Promote a positive child development; and
2. Believe in AYSO’s mission statement.

### Time Commitment

The anticipated time commitment for a team representative coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

For a team sponsor, AYSO will offer the following educational opportunities.

1. Orientation by the regional commissioner; and
2. Sponsor workshop at the annual Section Meeting.



### **Activity Locations**

The team sponsor is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual Section Meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Telephone Answering Coordinator

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### Purpose

The AYSO volunteer position of telephone answering coordinator is intended to be responsible for telephone communications for the region.

### Specific Duties and Responsibilities

The telephone answering coordinator is expected to:

1. Check and answer questions left on the region's telephone mail system or answering machines; and
2. Work as a liaison relaying messages for the board members.

### Qualifications and Desired Skills

To be considered for the position of telephone answering coordinator, the applicant should:

1. Be a good communicator;
2. Be detail oriented; and
3. Have access to a working telephone.

### Supervision Protocols

While performing as the telephone answering coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 telephone answering coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 telephone answering coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Tournament/Soccerfest/Post Season Play Coordinator**

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### **Purpose**

The AYSO volunteer position of tournament/soccerfest/post season play coordinator is intended to work with the regional commissioner and the regional board to organize regional tournaments, soccerfests, and other post season play opportunities for regional players outside the primary regular season program.

### **Specific Duties and Responsibilities**

The tournament/soccerfest/post season play coordinator is expected to:

1. Assign duties to the tournament/soccerfest/post season play workers;
2. Compile participating teams registration;
3. Draft and revise rules;
4. Schedule and prepare the fields;
5. Purchase awards and sales items (pins, T-shirts, etc.);
6. Work with snack shack coordinator to provide refreshments;
7. Telephone participating team representatives;
8. Compute and display standings;
9. Announce winners and distribute awards; and
10. Get appropriate authorization for tournament, soccerfest, or post season play.

## Qualifications and Desired Skills

To be considered for the position of tournament/soccerfest/post season play coordinator, the applicant should:

1. Have some past experience in tournament, soccerfest, or post season play;
2. Have planning and follow through skills;
3. Be comfortable in delegating work to others; and
4. Be familiar with AYSO tournament guidelines.

## Supervision Protocols

While performing as the tournament/soccerfest/post season play coordinator, 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; and
3. To maintain the recommended 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 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 tournament/soccerfest/post season play coordinator 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 tournament/soccerfest/post season play coordinator, 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. Tournament Talk workshop at the annual section meeting;
3. Board and Staff Introductory Certification (BASIC); and
4. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of tournament/soccerfest/post season play coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Tournament/Soccerfest/Post Season Play Worker**

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### **Purpose**

The AYSO volunteer position of tournament/soccerfest/post season play worker is intended to work with the tournament/soccerfest/post season play coordinator to organize regional tournaments, soccerfests, and other post season play opportunities for regional players outside the primary regular season program.

### **Specific Duties and Responsibilities**

The tournament/soccerfest/post season play worker is expected to:

1. Compile participating teams registration;
2. Schedule and prepare the fields;
3. Purchase awards and sales items (pins, T-shirts, etc.);
4. Coordinate with snack shack coordinator to provide refreshments;
5. Telephone participating team representatives;
6. Compute and display standings; and
7. Announce winners and distribute awards.

### **Qualifications and Desired Skills**

To be considered for the position of tournament/soccerfest/post season play worker, the applicant should:

1. Be dependable;
2. Be organized; and
3. Be familiar with AYSO tournament guidelines.

## **Supervision Protocols**

While performing as the tournament/soccerfest/post season play worker, 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 tournament/soccerfest/post season play coordinator, and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 tournament/soccerfest/post season play worker is a full year. The estimated hours to fulfill duties by month shall be filled in by the tournament/soccerfest/post season play coordinator:

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 tournament/soccerfest/post season play worker, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the tournament/soccerfest/post season play coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.



### **Activity Locations**

While performing the duties of tournament/soccerfest/post season play worker, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Uniform Coordinator

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### Purpose

The AYSO volunteer position of uniform coordinator is intended to work with the purchasing coordinator to order, purchase, and distribute team uniforms. The uniform coordinator helps with all aspects of uniforms, as necessary.

### Specific Duties and Responsibilities

The uniform coordinator key duties include:

1. Making sure that the correct uniforms (shirts, shorts, socks, etc.) have been ordered per team;
2. Follow up on uniform availability and prepare for their distribution;
3. Assist the purchasing coordinator as needed to insure timely distribution of team uniforms;
4. Organize and run the uniform distribution meeting;
5. Distribute uniforms to coaches at the uniform distribution meeting;
6. Organize and handle the “shorts swap” (wrong size) on opening day;
7. Deal with incorrect orders or mistakes in a timely fashion;
8. Attend the coordinators’ meeting; and
9. Assist equipment coordinator as requested.

### Qualifications and Desired Skills

To be considered for the position of uniform coordinator, the applicant should:

1. Have access to a van or a truck for pick-up and delivery; and
2. Know how to handle and care for uniforms.

## **Supervision Protocols**

While performing as the uniform coordinator, 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 purchasing coordinator; and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 uniform coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 uniform coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Uniform/Equipment Recycling Coordinator**

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### **Purpose**

The AYSO volunteer position of uniform/equipment recycling coordinator is intended to set up and execute a process to collect, sort, and donate used uniforms and equipment.

### **Specific Duties and Responsibilities**

The uniform/equipment recycling coordinator is expected to:

1. Work with the team representative coordinator in communicating with the team representatives in the process of collecting and distributing the recycled items;
2. Communicate with team representatives in time for them to drop off used uniforms and equipment for donation to a needy region or other organization; and
3. Set up schedules to collect all those items.

### **Qualifications and Desired Skills**

To be considered for the position of uniform/equipment recycling coordinator, the applicant should:

1. Be organized;
2. Be detail oriented;
3. Be able to lift, load, and unload heavy boxes;
4. Have access to a van or a truck; and
5. Know how to handle and care for uniforms and equipment.

## **Supervision Protocols**

While performing as the uniform/equipment recycling coordinator, 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 purchasing coordinator; and supervised indirectly by the regional commissioner; and
3. To maintain the recommended 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 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 uniform/equipment recycling coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing coordinator:

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 uniform/equipment recycling coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Section Meeting workshop(s).

### **Activity Locations**

While performing the duties of uniform/equipment recycling coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## VIP Buddy

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### Purpose

The AYSO volunteer position of VIP buddy is a non-disabled person intended to guide the VIP player on the field.

### Specific Duties and Responsibilities

The VIP buddy is expected to:

1. Guide the VIP player physically if necessary, on the field;
2. Encourage the VIP player verbally, not play the ball;
3. Decrease his/her role throughout the season as dictated by the player's progress;
4. Work toward the goal of player independence;
5. Treat the VIP players respectfully;
6. Understand involvement of the buddy could start with full-time on the field, progress to two quarters, and then to cheering from the sidelines; and
7. Work with the coach to determine the use of the buddy on the field.

### Qualifications and Desired Skills

To be considered for the position of VIP buddy, the applicant should:

1. Be open-minded and flexible;
2. Demonstrate willingness to assist special needs players as necessary; and
3. Have a basic knowledge of the game of soccer.



## **Supervision Protocols**

While performing as the VIP buddy, 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 VIP coordinator, and supervised indirectly by the VIP coach; and
3. To maintain the recommended 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 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 VIP buddy is a full year. The estimated hours to fulfill duties by month shall be filled in by the VIP coordinator:

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 VIP buddy, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

## **Activity Locations**

While performing the duties of VIP buddy, 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. Regional board meetings;
4. The annual section meetings; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## VIP Program Coordinator

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### Purpose

The AYSO volunteer position of VIP program coordinator is intended to serve as a liaison between the regional commissioner and the parents or guardians of children eligible to play in the VIP program for special needs children with physical or mental challenges.

### Specific Duties and Responsibilities

The VIP program coordinator is expected to:

1. Act as an advocate for the program;
2. Work with the registrar to publish and distribute information to prospective players;
3. Select and arrange training for VIP coaches and referees;
4. Oversee team formation;
5. Collect and verify team rosters;
6. Work with equipment director and supplier to order uniforms;
7. Distribute uniforms and necessary materials to coaches;
8. Develop and distribute a schedule for field set-up and take-down;
9. Schedule and conduct meetings with VIP volunteers as necessary;
10. Oversee training of buddies;
11. Mediate coach, player, or parental disputes; and
12. Work with the VIP Coordinator at the AYSO Soccer Center.

## **Qualifications and Desired Skills**

To be considered for the position of VIP program coordinator, the applicant should:

1. Be organized; and
2. Have a working knowledge of special needs children.

## **Supervision Protocols**

While performing as the VIP program coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 VIP program coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 VIP program coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of VIP program coordinator, 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. Regional board meetings;
3. The annual section meetings; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Yearbook Coordinator**

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### **Purpose**

The AYSO volunteer position of yearbook coordinator is intended to organize and provide the region's yearbook.

### **Specific Duties and Responsibilities**

The yearbook coordinator is expected to:

1. Work as a liaison between the regional board and the vendor contracted.

### **Qualifications and Desired Skills**

To be considered for the position of yearbook coordinator, the applicant should:

1. Be organized; and
2. Be detail oriented.

### **Supervision Protocols**

While performing as the yearbook coordinator, 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 commissioner; and
3. To maintain the recommended 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 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 yearbook coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 yearbook coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Publicity workshop at the section meeting.

## **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Youth Player Representative

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### **Purpose**

The AYSO volunteer position of youth player representative is intended to provide the viewpoint and insights of the players in the region.

### **Specific Duties and Responsibilities**

The youth player representative is expected to:

1. Attend the regional board of directors meetings; and
2. Represent the players on matters being discussed or voted upon by the board.

### **Qualifications and Desired Skills**

To be considered for the position of youth player representative, the applicant should:

1. Be a registered AYSO player;
2. Be able to work with both players and the regional board members;
3. Be a good communicator;
4. Be dependable; and
5. Be responsible.

### **Supervision Protocols**

While performing as the youth player representative, 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 commissioner; and



3. To maintain the recommended 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 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 youth player representative is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 youth player representative, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. Players' Forum workshop at the annual section meeting; and
4. Kids' Summit workshop at the annual section meeting.

### **Activity Locations**

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

1. Regional board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Area Staff**



## **Area Auditor**

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### **Purpose**

The AYSO volunteer position of area auditor is intended to assist the area board in its fiduciary responsibilities to protect the area assets by reviewing and monitoring the area's financial controls and records.

### **Specific Duties and Responsibilities**

The area auditor is expected to:

1. Review the area's accounting practices and verify that they are in compliance with the AYSO treasurer manual requirements;
2. Check on a regular basis to verify that the internal control procedures are being followed;
3. Review the canceled checks, bank deposits, and bank transfers monthly;
4. Review the reconciliation of the area bank and savings accounts monthly;
5. Review the financial report prepared by the National Support & Training Center (NAP report);
6. Compare actual revenues and expenditures to the area annual budget and analyze any material variance; and
7. Submit a report at area board meetings.

### **Qualifications and Desired Skills**

To be considered for the position of area auditor, the applicant should:

1. Have some managerial and financial experience; and
2. Have some experience as a treasurer.

## **Supervision Protocols**

While performing as the area auditor, 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 area board; and
3. To maintain the recommended 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 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 an area auditor is a full year. The estimated hours to fulfill duties by month shall be filled in by the area board:

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 area auditor, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area board;
2. Board and Staff Introductory Certification (BASIC); and
3. Treasurer workshop at the annual Section Meeting.

## **Activity Locations**

While performing the duties of area auditor, the volunteer is limited to the following locations, unless expressly authorized in writing by the area board to hold activities in another location.

1. Assigned classroom locations;
2. Assigned field locations;
3. Area board meetings;

4. The annual section meeting; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Area Director

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### Purpose

The AYSO volunteer position of area director is intended to organize and coordinate the various regions in the area. Each area director shall be nominated by the regional commissioners within the area. Subject to the approval of the appropriate section director, area directors shall be appointed by the National Board of Directors for a term of three years.

### Specific Duties and Responsibilities

The area director is expected to:

1. Be responsible for the performance and growth of his/her area, and all inter-regional and extra-regional activities within his/her area;
2. Maintain good community relations with the primary objective being youth development;
3. Organize and maintain volunteer staff to assure adequate support and services to the regions in their area;
4. Be the official spokesman for the area in regard to publicity, outside development, cultural exchange, internal development, business systems, budgets, bylaws, board policies, rules and regulations;
5. Be responsible for such other matters that directly relate to the operation of the area;
6. Attend the annual Section Meeting and the National Annual General Meeting (NAGM);
7. Submit completed Area Performance program to section director;
8. Attend regional board meetings with the area once a year;
9. Hold and preside over regular area meetings;
10. Oversee any inter-regional play within the area, including any playoffs; and
11. Oversee dispute resolution with the area.

## **Qualifications and Desired Skills**

To be considered for the position of area director, the applicant should:

1. Have extensive experience in AYSO, preferably as a regional commissioner;
2. Be organized; and
3. Have good communication skills.

## **Supervision Protocols**

While performing as the area 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 section director, and supervised indirectly by the national board of directors; and
3. To maintain the recommended 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 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 an area director is three years. The estimated hours to fulfill duties by month shall be filled in by the section 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 area director, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation and Quick Start by the section director and staff;
2. Area Director Training at the National Support and Training Center within one year of appointment;
3. Area Staff Training at the annual section meeting;

4. Introductory Management Training;
5. Intermediate Management Training);
6. AD caucus at the annual section meeting; and
7. AYSO Safe Haven Program.

### **Activity Locations**

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

1. All area sponsored activities;
2. Regional activities within the area that fall within the scope of the area director's responsibilities;
3. Inter-regional activities within the area;
4. Dispute resolution within the area;
5. Area meetings;
6. Section staff meetings;
7. National Annual General Meeting (NAGM); and
8. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## Area Secretary

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### Purpose

The AYSO volunteer position of area secretary is intended to help with area/section matters as needed.

### Specific Duties and Responsibilities

The area secretary is expected to:

1. Organize and schedule area and/or section meetings, clinic schedules, tournament rules, spring soccer coordination, etc.;
2. Record minutes of the area and/or section meetings and transcribe them for distribution to the area staff; and
3. Attend Area Meetings (about 8 per year) to record minutes, and as required, at section meetings.

### Qualifications and Desired Skills

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

1. Have good computer/typing skills;
2. Be able to take notes at meetings; and
3. Have some knowledge of AYSO.

### Supervision Protocols

While performing as the area 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 area/section director, and supervised indirectly by the area director; and

3. To maintain the recommended 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 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 an area secretary is a full year. The estimated hours to fulfill duties by month shall be filled in by the area/section 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 area secretary, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area/section director;
2. AYSO area staff training;
3. AYSO Safe Haven Program; and
4. Secretary workshop at the annual section meeting.

### **Activity Locations**

While performing the duties of area 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. Area meetings;
2. The annual section meeting;
3. Assigned classroom locations;
4. Area sponsored activities; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Area Coach Administrator

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### Purpose

The AYSO volunteer position of area coach administrator is intended to support the area coaching staff.

### Specific Duties and Responsibilities

The area coach administrator is expected to:

1. Organize and train regional coach administrators;
2. Oversee clinics, tournaments, and coaching practices throughout the season;
3. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
4. Help regional commissioners recruit regional coach administrators;
5. Organize coach training clinics for the coaches in the area; and
6. Settle coaching disputes in the regions within the area.

### Qualifications and Desired Skills

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

1. Have coached U14-U19 players at least 2 to 3 years (or have been a regional coach administrator); and
2. Have a good background in soccer.

## **Supervision Protocols**

While performing as the area coach 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 area director, and supervised indirectly by the section coach administrator; and
3. To maintain the recommended 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 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 an area coach administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the section 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 area coach administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section coach administrator;
2. Area staff training offered at section meetings;
3. AYSO Safe Haven Coach Certification Course;
4. Introductory Management Training;
5. Coach workshops at the annual section meeting; and
6. AYSO Safe Haven Program.

### **Activity Locations**

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

1. The annual section meeting;
2. Assigned field locations;
3. Assigned classroom locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Area Coach Trainer

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### Purpose

The AYSO volunteer position of area coach trainer is intended to monitor and maintain the AYSO Coach Training Program, and conduct all training required at the area level.

### Specific Duties and Responsibilities

The area coach trainer is expected to:

1. Yearly, obtain from National Support and Training Center the most current course guides, lesson plans, and coaching manuals that are required to support the AYSO coaching program for the current year;
2. Conduct orientations, clinics, and all required coaching courses;
3. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
4. Obtain AYSO trained and certified instructors to teach;
5. Work with the section coach trainer to meet the ongoing training needs of the coaches and assistant coacher in the area; and
6. Remain current with the latest training and coaching methods.

### Qualifications and Desired Skills

To be considered for the position of area coach trainer, the applicant should:

1. Have completed the intermediate coaching course;
2. Be, at least, a grade 4 coach instructor;
3. Be organized; and
4. Be a good communicator.

## **Supervision Protocols**

While performing as the area coach trainer, the volunteer is: Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO.

1. Under the overall authority of and directly supervised by the area coach administrator; and
2. To maintain the recommended 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 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 an area coach trainer is a full year. The estimated hours to fulfill duties by month shall be filled in by the area 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 area coach trainer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area coach administrator;
2. Area staff training at the annual section meeting;
3. AYSO Safe Haven Coach Certification Course;
4. AYSO Safe Haven Program;
5. AYSO Unified Instructor Program;
6. Intermediate Coaching Course;
7. Grade 5 Instructor;
8. Grade 4 Instructor Course; and
9. Annual coach update.

### **Activity Locations**

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

1. National board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## Area Referee Administrator

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### Purpose

The AYSO volunteer position of area referee administrator is intended to implement, monitor, and maintain the AYSO National Referee Program at the area level including program delivery, staff development, communication, and cooperation.

### Specific Duties and Responsibilities

The area referee administrator is expected to:

1. Appoint an area director of referee instruction and an area director of referee assessment annually and coordinate their activities within the area;
2. Give orientations to referee administrators within the area;
3. Identify and train a successor;
4. Prepare an annual area referee work plan that includes goals and objectives for the upcoming year;
5. Prepare an annual area referee budget for submittal to the area director (with a copy to the section referee administrator);
6. Maintain a current list of all referees within the area, including their current grade level. (Copies of this list are to be submitted at least once a year to the section referee administrator.);
7. Insure that important information relating to law and rule interpretations, law and rule changes, clinics and courses, and national, sectional, and area programs and special events are disseminated to the regional referee administrators with the area;
8. Conduct at least four meetings annually with the regional referee administrators within the area. These meetings shall be mainly for the purpose of ensuring the regional referee administrators' familiarity with existing programs and resources, informing them of new and revised programs, and assisting them to plan and implement the AYSO National Referee Program within their region. One of the meetings shall be at an appropriate time and place

before the annual section meeting, possibly at the Section Meeting planning session, and one at the section meeting. The remaining two may be conducted by telephone;

9. Promote referee welfare within the area;
10. Monitor referee activities within the area and regions;
11. Coordinate the assignment of referees at area playoffs and special events;
12. Maintain a current roster of regional referee administrators within the area. (Copies of this roster are to be submitted at least once a year, to the section referee administrator);
13. Represent the area at all section events and attend the annual section meeting;
14. Provide assistance to the regions in interpretation of the FIFA Law and national, sectional, and area rules and regulations;
15. Provide leadership and be an active role model exemplifying the AYSO culture and its philosophies;
16. Advise area director and staff on matters pertaining to refereeing; and
17. Report to the section referee administrator and the AYSO National Referee Administrator.

### **Qualifications and Desired Skills**

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To be considered for the position of area referee administrator, the applicant should:

1. Have experience as a regional referee administrator;
2. Have administrative abilities;
3. Have experience in program planning and implementation, management skills, and knowledge of the needs of the area; and
4. Have acknowledged, unswerving commitment to the AYSO philosophy.

### **Supervision Protocols**

While performing as the area referee 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 area director, and supervised indirectly by the section referee administrator; and

3. To maintain the recommended 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 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 an area referee administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by 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 area referee administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area director;
2. Area staff training at the annual section meeting;
3. AYSO Safe Haven Program;
4. Introductory Management Training;
5. Intermediate Management Training; and
6. Advanced Management Training.

### **Activity Locations**

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

1. Area meetings;
2. Section staff meetings;
3. Assigned field locations;
4. Assigned classroom locations;
5. The annual section meeting; and

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



## Area Director of Referee Assessment

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### Purpose

The AYSO volunteer position of area director of referee assessment is intended to develop, maintain and administer the certification program components of the AYSO National Referee Program within the area for Grade 2 assessor training and certification, program implementation and delivery, and the area and the section referee upgrades.

### Specific Duties and Responsibilities

The area director of referee assessment is expected to:

1. Administer the AYSO National Assessment Program;
2. Develop a staff of certified assessors qualified to assess for promotion in grade;
3. Keep records and prepare statistics including an annual report to the area referee administrator;
4. Disseminate information to the regional directors of referee assessment within the area, the area referee administrator, and the section director of referee assessment;
5. Monitor the appointments of staff made by regional directors of assessment;
6. Monitor the geographic distribution of certified mentors and assessors within the area;
7. Assign qualified assessors within the area to observe referees for promotion to the section referee grade; and
8. Have and process the applications and documents for promotion to the area and the section certifications and for the grade 2 referee assessor certification.

## **Qualifications and Desired Skills**

To be considered for the position of area director of referee assessment, the applicant should:

1. Have experience as a regional director of referee assessment in the AYSO National Referee Program;
2. Demonstrate administrative ability in program planning, implementation, and management;
3. Be a section referee or higher;
4. Be an AYSO grade 4 (or higher) referee instructor;
5. Have competency in testing and evaluation;
6. Be proficient in communication and recognizing interpersonal skills; and
7. Demonstrate an unswerving commitment to the AYSO philosophy.

## **Supervision Protocols**

While performing as the area director of referee assessment, 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 area referee administrator, and supervised indirectly by the section director of referee assessment; and
3. To maintain the recommended 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 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 an area director of referee assessment is a full year. The estimated hours to fulfill duties by month shall be filled in by the area referee 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 area director of referee assessment, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area referee administrator;
2. Area staff training offered at the annual section meeting;
3. Various referee track workshops at the annual section meeting;
4. AYSO Safe Haven Program; and
5. AYSO referee assessor training.

### **Activity Locations**

While performing the duties of area director of referee assessment, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. The annual section meeting;
2. Assigned field locations;
3. Assigned classroom locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Area Director of Referee Instruction

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### Purpose

The AYSO volunteer position of area director of referee instruction is intended to implement, monitor, and maintain the Referee Training Program component of the AYSO National Referee Program at the area level.

### Specific Duties and Responsibilities

The area director of referee instruction is expected to:

1. Be responsible for monitoring and feedback of the national referee program;
2. Train and test the Area and Section referee upgrade candidates;
3. Assist in training Grade 5 Instructors;
4. Facilitate the activities of all grades of referee instructors within the area;
5. Provide guidelines that are consistent with the AYSO Referee Training Program, support and oversee regional directors of referee instruction;
6. Implement, test, and report on curriculum, course content, and materials for referee instruction;
7. Serve as a liaison between the section director of referee instruction, the area referee administrator, and regional directors of referee instruction;
8. Provide the section director of referee instruction with confirmation of instructional activity within the area, and keep a record of it;
9. Communicate to all referee instructors in the area on matters pertaining to interpretation and changes in the FIFA Laws of the Game and the AYSO Rules and Regulations; and
10. Serve as an official interpreter of the Laws of the Game at all area sponsored activities.



## **Qualifications and Desired Skills**

To be considered for the position of area director of referee instruction, the applicant should:

1. Have experience as a regional director of instruction, or as a Grade 4 or higher referee instructor;
2. Be skillful in the Regional and the Area Referee trainings;
3. Have a profound knowledge of FIFA Laws of the Game and the AYSO Rules and Regulations;
4. Demonstrate a knowledge of AYSO referee procedures and techniques; and
5. Have an unswerving commitment to the AYSO philosophy.

## **Supervision Protocols**

While performing as the area director of referee instruction, 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 area referee administrator, and supervised indirectly by the section director of referee instruction; and
3. To maintain the recommended 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 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 an area director of referee instruction is a full year. The estimated hours to fulfill duties by month shall be filled in by the area referee 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 area director of referee instruction, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area referee administrator;
2. AYSO Safe Haven program;
3. Area staff training offered at the annual section meeting; and
4. Unified Instructor Program referee-specific training; and Unified Instructor Program annual updates.

### **Activity Locations**

While performing the duties of area director of referee instruction, 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 classrooms, clinics, camps, and field training locations;
2. The annual section meeting;
3. Tournaments and special area events; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Area Child and Volunteer Protection Advocate

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### Purpose

The AYSO volunteer position of area child and volunteer protection advocate (CVPA) is intended to oversee the child and volunteer protection program in the area in accordance with the AYSO Safe Haven program.

### Specific Duties and Responsibilities

The area child and volunteer protection advocate is expected to:

1. Support the area director in the promotion and implementation of the AYSO Safe Haven Program, including the three main elements of volunteer protection;
2. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the State of \_\_\_\_\_, and that state's provisions for the reporting of child abuse and neglect;
3. Work with the regional CVPAs to assure that all volunteers complete application forms and screening procedures are in place;
4. Be aware of AYSO's definitions of levels of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy;
5. Work with regional CVPAs to assure that AYSO protocols to protect privacy and privileged information are enforced;
6. Serve as a resource and/or a facilitator to the regional CVPAs on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies;
7. Promote the standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program;
8. Function as a resource to regional CVPAs regarding AYSO Safe Haven policies and procedures and how to implement the program;

9. Communicate with regional CVPAs regarding AYSO Safe Haven policies & procedures;
10. Work with area director and regional commissioners to assure that CVPAs are trained and certified. Schedule and, where appropriate, provide training class;
11. Assist the regional CVPAs with reference checks where applicable; and
12. Communicate with area directors and regional commissioners regarding scheduled CVPA educational opportunities at the Section meeting and throughout the year.

### **Qualifications and Desired Skills**

To be considered for the position of area child and volunteer protection advocate, the applicant should:

1. Attend and pass the AYSO Role of Child and Volunteer Protection Advocate certification and training;
2. Successfully pass a screening, including a background check;
3. Be appointed by the area director;
4. Achieve a reputation of respect, fairness, and trustworthiness in the community; and
5. Register with the AYSO Coordinator of Certification and Advocacy as a child and volunteer protection advocate by providing documentation signed by the area director.

### **Supervision Protocols**

While performing as the area child and volunteer protection advocate, 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 area director; and
3. To maintain the recommended 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 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 an area child and volunteer protection advocate is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 child and volunteer protection advocate, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area director;
2. The Role of the Child and Volunteer Protection Advocate workshop at the annual section meeting;
3. Child protection workshops;
4. Volunteer protection workshops; and
5. Safe Haven educational resources and materials.

### **Activity Locations**

While performing the duties of area child and volunteer protection advocate, the volunteer is limited to the following locations, unless expressly authorized in writing by the area director hold activities in another location.

1. All are sponsored activities;
2. Area and regional activities within the section;
3. Section meetings; and
4. Area staff meetings.



## Area Treasurer

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### Purpose

The AYSO volunteer position of area treasurer is intended to have custody of all funds and securities, evidence of indebtedness and other valuable documents, and shall deposit funds and securities in the name and to the credit of the area in a bank or depository.

### Specific Duties and Responsibilities

The area treasurer is expected to:

1. Keep in appropriate books an accurate account of all money received in and paid out;
2. Comply with the National Accounting Program and all procedures specified in the AYSO Treasurer's Manual;
3. Be responsible for filing the annual budget and other information as may be required or requested from time to time by the National Support & Training Center;
4. Deposit all the funds collected by the area in the area's checking account;
5. Obtain area director's signature as required and issue checks to pay for area expenditures. All checks should be substantiated by a receipt, invoice, or other documentation;
6. Verify that the area has adopted written internal control procedures assuring adequate protection of regional assets;
7. Assist the person who has been assigned the task of reviewing the area books and records;
8. Reconcile the checking and savings accounts each month;
9. File all receipts, invoices, or other documentation in alphabetical order, by payee, and save them for at least FIVE years. They are subject to audit by government regulatory agencies and the AYSO National Treasurer;
10. File the specified reports to the National Support & Training Center;

11. Give all the AYSO documentations, receipts, invoices, etc., to the area director when the treasurer leaves;
12. Assist the area director in the preparation of the annual budget which is due July 1<sup>st</sup> to the NSTC;
13. Review the area monthly financial statement prepared by the National Support Training & Center. The area or treasure is responsible for the accuracy of the area financial statement and any error found should be reported to the National Support & Training Center immediately;
14. Publish the area's financial report to the Area Director's (copy to the National Support & Training Center) by June 30<sup>th</sup>; and
15. Develop investment and spending strategies to assist in long-term financial stability and value.

### **Qualifications and Desired Skills**

To be considered for the position of area treasurer, the applicant should:

1. Have skills in finance and accounting; and
2. Be detail oriented.

### **Supervision Protocols**

While performing as the area treasurer, 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 area director; and
3. To maintain the recommended 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 and one of whom should be 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 an area treasurer is a full year. The estimated hours to fulfill duties by month shall be filled in by 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 area treasurer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area director;
2. Treasurer I and II workshops at the annual section meeting; and
3. Board and Staff Introductory Certification (BASIC);

### **Activity Locations**

While performing the duties of area treasurer, the volunteer is limited to the following locations, unless expressly authorized in writing by the area director to hold activities in another location.

1. Area Staff meetings;
2. The annual Section Meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.





## Area Recruitment

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### Purpose

The AYSO volunteer position of area recruitment is intended to assist and work closely with the area director in recruiting new volunteers, to donate their time and talents for the successful operation of the area and for the succession planning of area board and staff members.

### Specific Duties and Responsibilities

The area recruiter is expected to:

1. Work to fill the list of available jobs received from the area director;
2. Find jobs throughout the season for volunteers and for those volunteers who are absolutely unable to perform their jobs;
3. Find workers for jobs that are understaffed from time to time;
4. Keep track of the parents who do not have AYSO jobs; and
5. Carry out this job from home without a specific schedule except as necessary to fill positions.

### Qualifications and Desired Skills

To be considered for the position of area recruiter the applicant should:

1. Have good phone skills;
2. Have some knowledge of the regional and area structure;
3. Take direction well; and
4. Have good communication skills.

## **Supervision Protocols**

While performing as the area recruiter 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 area director; and
3. To maintain the recommended 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 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 an area recruiter is a full year. The estimated hours to fulfill duties by month shall be filled in by 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 area recruiter, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the area director;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Recruitment workshop at the annual Section Meeting.

## **Activity Locations**

While performing the duties of area recruiter the volunteer is limited to the following locations, unless expressly authorized in writing by the area director to hold activities in another location.

1. Area board meetings;
2. The annual Section Meeting;

3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



## **Section Staff**



## 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 actions shall support and be in compliance with AYSO's philosophies at all times.

### Specific Duties and Responsibilities

The section director is expected to:

1. Report to the National Board of Directors;
2. Ensure that all area director candidates within the section are nominated through the appropriate process and initiate a recommendation to the board in the form of section director appointment request;
3. Provide and deliver a thorough orientation session to each new area director;
4. Organize and maintain a staff to assure adequate support and services to the areas in the section. At a minimum, this staff will include a section coach administrator and a section referee administrator whose appointments will be subject to the review of the National Coach or the National Referee Administrator respectively. These administrators will report to their respective directors;
5. Be the official spokesperson of the section in regard to AYSO matters that relate directly to the operation of the section. The coach and referee administrators shall be the official spokespersons with regard to the coaching and refereeing programs, respectively;
6. Refrain from holding dual positions, particularly coaching or refereeing. If a section director chooses to hold such a position, he/she must exercise great caution in order not to create a conflict of interest or prevent him/her from performing the duties of section director. Holding dual positions creates perceived conflict;
7. To identify and recruit sufficient instructors to support the training needs of the section in conjunction with the efforts of the coaching and refereeing administrators;
8. Be informed about the performance of each area within the section;

9. Pro-actively seek information on the performance and conditions within areas and regions. When these are not in compliance with AYSO National Rules & Regulations, Bylaws, Policy, or the FIFA 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 National Board of Directors;
10. Develop, monitor, and pursue annual section goals and objectives;
11. Attend and participate in joint meetings with the National Board of Directors (NBOD) when scheduled (usually in January and at other times of the year as designated);
12. Assist the National Support and Training Center (as requested) with coordination/staffing of and preside over, the annual Section Meeting to which all section, area, and regional staff shall be invited and encouraged to attend;
13. Call and preside over staff/planning meetings as needed;
14. Attend and participate in the National Annual General Meeting (NAGM);
15. Serve as an active member of the nominating commission in accordance with the AYSO National Bylaws;
16. Communicate regularly with section staff and all area directors to plan section activities, discuss/review problems and concerns, and to keep them apprised of national and section programs;
17. Visit each area at least once a year, if possible;
18. Provide written reports to the NBOD upon request (usually prior to each NBOD meeting) on the activities and concerns of the section;
19. Request periodic written reports from area directors;
20. Prepare and distribute annual calendar of section and area activities including clinics, events, playoffs, meetings, and training dates;
21. Handle fact-finding, dispute research, and dispute resolution as required;
22. Allocate a budget for general operating expenses from the AYSO National Treasurer as approved by the executive membership;
23. Allocate funds for staff and area director's use;
24. Submit additional requests for funds in writing addressed to the National Treasurer;

25. Handle funds for the normal, day-to-day operating costs (i.e. telephone, postage, supplies, mileage). Coach and referee programs are allocated through the national coaching and officiating budget;
26. Obtain prior written approval by the Director of Education for funding of educational programs and projects which are covered by the education budget;
27. Establish discretionary accounts as needed through section soccerfests, tournaments, fund raisers, etc., in order to provide funding for additional services within the section. All accounts must be on the National Accounting Program (NAP) and must include an annual budget and financial statement;
28. Follow the financial guidelines of the Organization;
29. Work with the Membership Depart at the National Support and Training Center to encourage, support, and implement development (growth) efforts within the section in accordance with established procedures;
30. Support orderly expansion of the program through growth of existing regions and the establishment of new areas (as needed)/new regions, and the promotion of AYSO in underdeveloped portions of the section;
31. Review area guidelines for consistency with bylaws, rules, regulations, policies, and philosophies of AYSO and seek guidance from the National Board of Directors, Executive Director, National Coach, and National Referee Administrator for clarification on matters of interpretation;
32. Provide training and on-going support to area level staff;
33. Encourage regular two-way communication between section director and area directors;
34. Explain and support the purpose and plans of the NBOD to the area directors, regional commissioners, other volunteers, and public within the area;
35. Ensure that those associated with inter-area play and section playoffs (staff, officials, etc.) are precluded from coaching or being involved with a team;
36. Ensure section playoffs are self funded and not supported by National funds;
37. Administer section playoffs, if held, or appoint an individual;
38. Submit for review and approval rules and regulations relating to the conduct, play, and scheduling of soccer games within the section. They may be submitted in writing the National Executive Director who will direct, as he/she sees fit, the proposals to the board or appropriate departments for review and comment. The section director will be notified of approval and/or concerns prior to finalization;

39. Understand these section rules and regulations may be amended (in which case they must be reviewed again) or repealed by a majority vote of the regional commissioners, area directors, and the section director, when voting as a body. Each member of said body shall be entitled to one vote per ballot;
40. Review regional guidelines (after review by area directors) to ensure compliance with National Rules and Regulations, Bylaws, AYSO policies, and FIFA Laws of the Game;
41. Review tournament applications for proper compliance, and review concerns with the appropriate parties. Submit signed copy to National Support and Training Center's Events Department for approval; and
42. Create inter-area 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 experience in AYSO, preferably as a regional commissioner and area director;
2. Be organized;
3. Have good communication skills; and
4. Have good administrative abilities.

### **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; and
3. To maintain the recommended 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 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 section director is three years. The estimated hours to fulfill duties by month shall be filled in by the Executive 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 section director, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the Executive Director;
2. Section Director Training at the National Support and Training Center within one year of appointment;
3. Section director meeting at the National Support and Training Center; and
4. AYSO Safe Haven Program.

### **Activity Locations**

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

1. All section sponsored activities;
2. Area and regional activities within the section;
3. Dispute resolution within the section;
4. Area meetings;
5. Section staff meetings;
6. The annual section meetings; and
7. National Annual General Meeting (NAGM).



## Section Coach Administrator

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### Purpose

The AYSO volunteer position of section coach administrator is intended to oversee the training and administration of the section's coaching program. The section coach administrator ensures that each area coach administrator is a qualified trainer, or has a staff to ensure the development of coaches within the area. Where deficiencies in qualified trainers exist, the coaching staff at the area and section level should assist in conducting training at the regional level. The position of section coach administrator should be looked upon as one of administration, ensuring that the National Coaching Programs are available to area and region coaching program.

### Specific Duties and Responsibilities

The section coach administrator is expected to:

1. Maintain accurate rosters of trained area and regional coach administrators;
2. Provide training assistance at the area and regional level where needed;
3. Communicate with the area and regional coach administrators concerning the National Coaching Program, including Youth, Intermediate, and Advanced Coach Courses at the area and regional level;
4. Provide the section director with goals and objectives for coaching programs from year to year;
5. Disseminate information as appropriate to all area and regional coach administrators to allow coaches to participate in the National Coaching Program;
6. Aid area and regional coach administrators in implementing the National Coaching Program;
7. Provide leadership and be an active role model exemplifying the AYSO culture and philosophies;
8. Advise the National Coaching Technical Committee on possible appointees to the National coaching staff;

9. Identify candidates for his/her replacement; and
10. Create a section coaching budget.

### **Qualifications and Desired Skills**

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

1. Have prior experience as a regional and area coach administrator;
2. Have administrative skills;
3. Take AYSO Safe Haven Coach Certification course; and
4. Be a good communicator.

### **Supervision Protocols**

While performing as the section coach 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 section director; and supervised indirectly by the section coach administrator; and
3. To maintain the recommended 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 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 section coach administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the section 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 section coach administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section director;
2. AYSO Safe Haven Program;
3. The Spring Workshop and the Technical Committee Training at the National Support and Training Center; and
4. Introductory Management Training.

### **Activity Locations**

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

1. Section board meetings;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Section Coach Trainer

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### Purpose

The AYSO volunteer position of section coach trainer is intended to monitor and maintain the AYSO Coach Training Program, and conduct all training required at the sectional level.

### Specific Duties and Responsibilities

The section coach trainer is expected to:

1. Yearly obtain from the National Support and Training Center the most current course guides, lesson plans, and coaching manuals that are required to support the AYSO Coaching program for the current year;
2. Conduct orientations, clinics, and all required coaching courses;
3. Obtain AYSO trained and certified instructors to teach;
4. Work with the section coach administrator to meet the ongoing training needs of coaches and assistant coaches in the section; and
5. Remain current with the latest training and coaching methods.

### Qualifications and Desired Skills

To be considered for the position of section coach trainer, the applicant should:

1. Be a Grade 2 coach instructor;
2. Have completed the Advance Coaching course;
3. Take AYSO Safe Haven Coach Certification course;
4. Be organized; and
5. Be a good communicator.

## **Supervision Protocols**

While performing as the section coach trainer, 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 section coach administrator; and
3. To maintain the recommended 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 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 section coach trainer is a full year. The estimated hours to fulfill duties by month shall be filled in by the section 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 section coach trainer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section coach administrator;
2. AYSO Safe Haven Program;
3. The AYSO Unified Instructor Program;
4. National Coach Program (Continuing Education Units);
5. Grade 5 Instructor Course;
6. Grade 4 Instructor Course;
7. Grade 3 Instructor Course; and
8. Grade 2 Instructor Course.

### **Activity Locations**

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

1. Regional board meetings;
2. Section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Section Referee Administrator

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### Purpose

The AYSO volunteer position of section referee administrator is intended to implement, monitor and maintain the AYSO National Referee Program including program delivery, staff development, and communication and coordination at the sectional level.

### Specific Duties and Responsibilities

The section referee administrator is expected to:

1. Appoint a section director of referee instruction and a section director of referee assessment annually, and coordinate their activities within the section;
2. Give orientation to area referee administrators within the section;
3. Identify and train a successor;
4. Serve as a member of the AYSO National Referee Commission and attend scheduled meeting or arrange for a substitute section representative to attend.
5. Prepare an annual section referee work plan and budget for submittal to the section director (with a copy to the National Referee Administrator). The work plan will include goals and objectives for the upcoming year;
6. Maintain a current list of all referees within the section, including their current certification level. Copies of this list are to be submitted at least annually to the National Referee Administrator;
7. Insure that important information relating to the law and rule interpretations, law and rule changes, clinics and courses, national and sectional programs, and special events is disseminated to area referee administrators within the section;
8. Conduct at least four meetings annually with the area administrators within the section. These meetings shall mainly be for the purpose of ensuring area referee administrators' familiarity with existing programs and resources, informing them of new and revised programs, and assisting them to plan and implement the AYSO National Referee Program within their area. One of these meetings shall be at the annual section meeting and one at an



appropriate time and place between section meetings, possibly at the section meeting planning session. The remaining two may be conducted by telephone;

9. Promote referee welfare within the section;
10. Monitor referee activities within the section;
11. Coordinate the assignment of referees at section playoffs and special events;
12. Maintain a current roster of area and regional referee administrators within the section. Copies of this roster are to be submitted at least annually to the National Referee Administrator;
13. Represent the section at Fall Section Staff meetings and the Spring Workshop;
14. Provide assistance to areas and regions in interpretation of the FIFA Laws and national and sectional rules and regulations;
15. Advise section director and staff on matters pertaining to refereeing; and
16. Maintain liaison with the National Referee Administrator for general administrative questions.

### **Qualifications and Desired Skills**

To be considered for the position of section referee administrator, the applicant should:

1. Have experience as an area referee administrator;
2. Have administrative abilities;
3. Have experience in program planning and implementation;
4. Have management skills;
5. Have knowledge of the needs of the section; and
6. Have acknowledged, unswerving commitment to the AYSO philosophy.

### **Supervision Protocols**

While performing as the section referee 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 section director; and

3. To maintain the recommended 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 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 section referee administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the section 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 section referee administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section director;
2. AYSO Safe Haven Program;
3. Spring workshop at the National Support and Training Center;
4. Section staff meeting;
5. Introductory Management Training;
6. Intermediate Management Training; and
7. Advanced Management training.

### **Activity Locations**

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

1. Section staff meetings;
2. The annual section meetings;
3. Assigned field locations;

4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Section Director of Referee Assessment

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### Purpose

The AYSO volunteer position of section director of referee assessment is intended to develop, maintain, and administer the certification components of the AYSO Referee Program within the section for Grade 1 assessor training and certification, program implementation and delivery, and National 1 and National 2 referee certification.

### Specific Duties and Responsibilities

The section director of referee assessment is expected to:

1. Administer the AYSO National Certification Program within the section;
2. Develop a staff of certified assessors qualified to assess for promotion in grade;
3. Keep records and prepare statistics including an annual report to the section referee administrator;
4. Disseminate information to the area directors of referee assessment within the section, the section referee administrator, and the AYSO coordinator of referee assessment;
5. Monitor the appointments of staff made by area directors of assessment;
6. Monitor the geographic distribution of certified mentors and assessors within the section;
7. Assign grade 1 assessors within the section to observe referees for promotion to National 2 referee grade; and
8. Administer the applications and documentation for promotion to the National 1 or National 2 referee grade.

### **Qualifications and Desired Skills**

To be considered for the position of section director of referee assessment, the applicant should:

1. Have experience as an area director of referee assessment in the AYSO National Referee Program;
2. Demonstrate administrative ability in program planning, implementation, and management;
3. Be a National 2 referee or higher;
4. Be an AYSO referee assessor;
5. Be competent in testing and evaluation; and
6. Demonstrate an unswerving commitment to the AYSO philosophy.

### **Supervision Protocols**

While performing as the section director of referee assessment, the volunteer is:

4. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
5. Under the overall authority of and directly supervised by the section referee administrator, and supervised indirectly by the section director; and
6. To maintain the recommended 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 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 section director of referee assessment is a full year. The estimated hours to fulfill duties by month shall be filled in by the section referee 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 section director of referee assessment, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section referee administrator;
2. AYSO Safe Haven Program;
3. Spring workshop at the National Support and Training Center;
4. Section staff meeting; and
5. AYSO Referee Assessor Courses.

### **Activity Locations**

While performing the duties of section director of referee assessment, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Section staff meeting;
2. The annual section meetings;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Section Director of Referee Instruction

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### Purpose

The AYSO volunteer position of section director of referee instruction is intended to implement, monitor, and maintain the referee training program component of the AYSO National Referee Program at the section level.

### Specific Duties and Responsibilities

The section director of referee instruction is expected to:

1. Train and test Basic and Intermediate referee instructors (until December 31, 2000);
2. Train and test National 1 and 2 referees;
3. Facilitate the activities of all grades of referee instructors within the section;
4. Provide guidelines that are consistent with the AYSO Referee Training Program;
5. Support and oversee area directors of referee instruction;
6. Implement, test, and report on curriculum, course content, and materials for referee and referee instructor courses;
7. Gather and maintain a library of AYSO approved instructional material, classroom aids, videotapes, and training packets for use in the referee and referee instructor courses;
8. Conduct National 1 and 2 referee courses in coordination with the National Coordinator of Referee Instruction;
9. Conduct Intermediate Referee Instructor Training Program (until December 31, 2000) in coordination with the AYSO Education Instructor Coordinator;
10. Serve as a liaison between the National Coordinator of Referee Instruction and the Section referee administrator;

11. Serve as a liaison between the National Coordinator of Referee Instruction and the area directors of referee instruction;
12. Provide the National Coordinator of Referee Instruction and Education Instructor Coordinator confirmation of instructional activity within the section, and keep a record of it;
13. Communicate to all referee instructors in the section on matters pertaining to interpretation and changes in the FIFA Laws of the Game and AYSO Rules and Regulations; and
14. Serve as an official interpreter of the Laws of the Game at all section-sponsored activities.

### **Qualifications and Desired Skills**

To be considered for the position of section director of referee instruction, the applicant should:

1. Have experience as an area director of referee instruction or as an advanced referee;
2. Demonstrate great strength in referee and referee instructor training;
3. Have a profound knowledge of FIFA Laws of the Game and the AYSO Rules and Regulations;
4. Demonstrate a knowledge of widely accepted referee procedures and techniques; and
5. Have an unswerving commitment to the AYSO philosophy.

### **Supervision Protocols**

While performing as the section director of referee instruction, 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 section referee administrator, and supervised indirectly by the section director; and
3. To maintain the recommended 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 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 section director of referee instruction is a full year. The estimated hours to fulfill duties by month shall be filled in by the section referee 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 section director of referee instruction, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section referee administrator;
2. AYSO Safe Haven Program;
3. Spring workshop at the National Support and Training Center;
4. Grade 5 Instructor Course;
5. Grade 4 Instructor Course; and
6. Grade 3 Instructor Course.

### **Activity Locations**

While performing the duties of section director of referee instruction, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

1. Section staff meeting;
2. The annual section meeting;
3. Assigned field locations;
4. Assigned classroom locations; and
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Section Child and Volunteer Protection Advocate

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### Purpose

The AYSO volunteer position of section child and volunteer protection advocate is intended to oversee the child and volunteer protection program in the section in accordance with the AYSO Safe Haven program.

### Specific Duties and Responsibilities

The section child and volunteer protection advocate is expected to:

1. Support the section director in the promotion and implementation of the AYSO Safe Haven Program, including the three main elements of volunteer protection;
2. Be familiar with the Child Protection Act of 1993, the Volunteer Protection Act of 1997, the Good Samaritan Laws of the State of \_\_\_\_\_, and that state's provisions for the reporting of child abuse and neglect;
3. Work with the area and regional CVPAs to assure that all volunteers complete application forms and screening procedures are in place;
4. Be aware of AYSO's definitions of levels of risk, inform prospective volunteers that they are screened at a level appropriate to the level of risk, and maintain a copy of AYSO's screening policy;
5. Work with area and regional CVPAs to assure that AYSO protocols to protect privacy and privileged information are enforced;
6. Serve as a resource and/or a facilitator to the area and regional CVPAs on the requirements for good faith reporting of abuse and molestation to law enforcement agencies and child welfare agencies;
7. Promote the standards of behavior and conduct as laid out in the child and volunteer protection policies, procedures, and guidelines of the AYSO Safe Haven program;
8. Function as a resource to area and regional CVPAs regarding AYSO Safe Haven policies and procedures and how to implement the program;

9. Communicate with area and regional CVPAs regarding AYSO Safe Haven policies & procedures;
10. Work with area directors and regional commissioners to assure that CVPAs are trained and certified. Schedule and, where appropriate, provide training class;
11. Assist the area CVPAs with reference checks on the regional CVPAs where applicable;
12. Communicate with area directors and regional commissioners regarding scheduled CVPA educational opportunities at the Section meeting and throughout the year;

### **Qualifications and Desired Skills**

To be considered for the position of section child and volunteer protection advocate, the applicant should:

1. Attend and pass the AYSO Role of Child and Volunteer Protection Advocate certification and training;
2. Successfully pass a screening, including a background check;
3. Be appointed by the section director;
4. Achieve a reputation of respect, fairness, and trustworthiness in the community; and
5. Register with the AYSO Coordinator of Certification and Advocacy as a child and volunteer protection advocate by providing documentation signed by the section director.

### **Supervision Protocols**

While performing as the section child and volunteer protection advocate, 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 section director; and
3. To maintain the recommended 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 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 section child and volunteer protection advocate is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 child and volunteer protection advocate, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section director;
2. The Role of the Child and Volunteer Protection Advocate workshop at the annual section meeting;
3. Child protection workshops;
4. Volunteer protection workshops; and
5. Safe Haven educational resources and materials.

### **Activity Locations**

While performing the duties of child and volunteer protection advocate, the volunteer is limited to the following locations, unless expressly authorized in writing by the section director hold activities in another location.

1. All section sponsored activities;
2. Area and regional activities within the section;
3. Section meetings; and
4. Section staff meetings.



## Section Developer

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### Purpose

The AYSO volunteer position of Section Developer is to assist and work closely with the national development staff and section director. The section developer's main job is to help with the National AYSO growth

### Specific Duties and Responsibilities

The section developer is expected to:

1. Follow up with the leads in the section with the assistance of the national development staff and section director;
2. Make presentations to interest leads in the section they live;
3. Participate in training sessions for developers;
4. Assign or provide the necessary training for pilot regions; and
5. Carry out this job from home without specific schedule except as necessary when it is needed to travel to make presentations.

### Qualifications and Desired Skills

To be considered for the position of section developer, the applicant should:

1. Have knowledge of the AYSO structure;
2. Have knowledge of current AYSO policies, procedures and regulations;
3. Have a Grade 4 certification;
4. Have good phone skills;
5. Have good communication skills;
6. Follow direction well;

7. Be able to travel when needed; and
8. Be able to assist in training to regions needing assistance.

### **Supervision Protocols**

1. While performing as the section developer the volunteer is;
2. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
3. Under the overall authority of and directly supervised by the section director; and
4. The volunteer will be close contact with national developer assigned to the volunteer's section.

### **Time Commitment**

The anticipated time commitment for a volunteer recruitment is for a two-year period. The estimated hours to fulfill duties by month shall be filled in by the volunteer developer.

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 section developer, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section director;
2. Training by NSTC development staff;
3. Board and Staff Introductory Certification;
4. AYSO Safe Haven Programs; and
5. Development workshops at the annual Section Meeting.

### **Activity Locations**

While performing the duties of section developer, the volunteer is limited to the following locations, unless expressly authorized in writing by the section director and NSTC development manager to hold activities in another location.

1. Lead presentations within the volunteer's home section;
2. Training or certification within the volunteer's home section; and.
3. Independent work at home alone.



## Section Education Administrator

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### Purpose

The AYSO volunteer position of section education administrator is intended to implement, monitor, and maintain the Unified Instructor Program and the Management Program at the section level. This includes program delivery, staff development, and communication and coordination at the section level.

### Specific Duties and Responsibilities

The section education administrator is expected to:

1. Assist the Section Director and the Area Director's with orientation of new Area Directors and Regional Commissioners;
2. Identify and train successor;
3. Prepare an annual section education work plan and budget for submittal to the Section Director. The work plan will include goals and objectives for the up coming year;
4. Maintain a database of all instructors in the section, including courses taught over the last year;
5. Maintain a database of Area and Regional boards, including a list of certifications and level of training;
6. Monitor instructors in the section, provide mentoring, and make recommendations for instructor upgrades;
7. Coordinate with the Section Referee Administrator and the Section Coach Administrator to provide training venues at the section level;
8. Assist the Section Director with providing instructors for the Section Meeting and other section training venues;
9. Approve instructor training and management courses;



10. Assist the Section Director and the Area Directors with conflicts and dispute resolution;
11. Maintain a liaison with the National Director of Instruction and the National Director of Management Instruction; and
12. Attend Section Meetings the Section Meeting, and the planning meeting.

### **Qualifications and Desired Skills**

To be considered for the position of the section education administrator, the applicant should:

1. Have acknowledged, unswerving commitment to the AYSO philosophy;
2. Have administrator skill;
3. Have previous area, regional management or administrative experience;
4. Have a good working knowledge of the AYSO National guidelines, policies, rules and regulations;
5. Be detail oriented;
6. Be BASIC Certified;
7. Be Introductory Management trained; and
8. Be at least a G-4 Management Instructor or Instructor Trainer.

### **Supervision Protocols**

While performing as the section education 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 section director; and
3. To maintain the recommended 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 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 section education administrator is a full year. The estimated hours to fulfill duties by month shall be filled in by the section 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 section education administrator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the section director;
2. Intermediate Management Training;
3. Advanced Management Training; and
4. Grade 3 Instructor Management or Instructor Trainer (must meet prerequisites).

## **Activity Locations**

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

1. Section Meetings;
2. Area meetings;
3. Regional meetings;
4. Assigned field locations;
5. Assigned classroom locations; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



# **National Volunteer Staff**



## **Coordinator of Referee Assessment**

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### **Purpose**

The AYSO volunteer position of coordinator of referee assessment is intended to administer and maintain, at the national level, the Referee Assessment Program component of the AYSO National Referee Program for referee assessor training, assessment program and materials, and written and physical tests.

The position of coordinator of referee assessment is appointed for an initial three-year term of office by the AYSO national referee administrator (NRA). Once completed, the initial three-year term may be opened for application, or extended, on an annual basis, at the discretion of the NRA. When the position becomes vacant, for any reason, it shall be opened for applications for another initial three-year term of office.

All appointments are subject to the approval of the AYSO National Board of Directors and the Executive Director. The term of office shall begin on the first day of July each year.

### **Specific Duties and Responsibilities**

The coordinator of referee assessment is expected to:

1. Monitor and maintain the Referee Assessor Program;
2. Publish and maintain a list of assessors in cooperation with the coordinator of referee services at the NSTC;
3. Implement and maintain the Observer-Friend Program;
4. Monitor the Grade 3 Referee Mentor Program;
5. Maintain the Grade 2 Referee Assessor and Grade 1 Referee Assessor Training Programs and monitor their implementation;
6. Approve time, date, location, and instructors of all Grade 2 and Grade 1 Assessor Courses;
7. Develop and maintain a list of qualified instructors to teach the Grade 2 and Grade 1 Assessor courses;

8. Verify that candidates for referee assessor meet the prerequisites and are suitable;
9. Maintain and monitor the administration of the physical fitness test for referees;
10. Maintain the referee assessor manual; and
11. Complete other tasks that might be assigned by the NRA or by the National Executive Director.

### **Qualifications and Desired Skills**

To be considered for the position of coordinator of referee assessment, the applicant should:

1. Have experience as a section director of referee assessment in the AYSO National Referee Program or equivalent;
2. Demonstrate administrative ability in program planning, implementation, and management;
3. Be a Grade 1 referee assessor;
4. Be a National 2 Referee or higher badge level;
5. Be an AYSO Grade 4 or higher referee instructor level;
6. Demonstrate competency in testing and evaluation;
7. Be proficient in communication and in recognizing interpersonal skills; and
8. Demonstrate an unswerving commitment to the AYSO Philosophy.

### **Supervision Protocols**

While performing as the coordinator of referee assessment, 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 referee administrator; and
3. To maintain the recommended 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 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 coordinator of referee assessment is three years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 coordinator of referee assessment, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the national referee administrator; and
2. AYSO Safe Haven Referee Certification.

### **Activity Locations**

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

1. Regional board meetings;
2. Section staff meetings;
3. Area staff meetings;
4. The annual section meeting;
5. Assigned field locations;
6. Assigned classroom locations; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **Coordinator of Referee Instruction**

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### **Purpose**

The AYSO volunteer position of coordinator of referee instruction is intended to develop, maintain, and administer the Referee Training Program component of the AYSO National Referee Program.

The position of coordinator of referee instruction is appointed for an initial three-year term of office by the AYSO national referee administrator (NRA). Once completed, the initial three-year term may be opened for application, or extended, on an annual basis, at the discretion of the NRA. When the position becomes vacant, for any reason, it shall be opened for applications for another initial three-year term of office.

All appointments are subject to the approval of the AYSO National Board of Directors and the Executive Director. The term of office shall begin on the first day of July each year.

### **Specific Duties and Responsibilities**

The coordinator of referee instruction is expected to:

1. Develop, maintain, and administer the Referee Training Program component of the AYSO National Referee Program;
2. Assist the education instructor coordinator in developing, training, and testing referee instructors;
3. Assist the national coordinator of referee certification and the national coordinator of referee assessment in their programs to test and certify referees, and to train, test, and certify referee mentors and referee assessors;
4. Maintain the referee and assistant referee training programs and monitor their implementation;
5. Monitor referee training camps to ensure compliance to the National Referee Program requirements;

6. Approve the time, date, location, and instructors of all National 2 and National 1 referee courses;
7. Prepare and maintain the written Law tests (Law tests are reviewed and approved by the AYSO FIFA Law interpreter);
8. Maintain the AYSO Referee Instructor manual; and
9. Complete other tasks that might be assigned by the NRA or by the National Executive Director.

### **Qualifications and Desired Skills**

To be considered for the position of coordinator of referee instruction, the applicant should:

1. Have experience as a section director of referee instruction or as an advanced referee instructor (until December 31, 2000) and Grade 2 Referee Instructor or higher thereafter);
2. Have demonstrated competency in curriculum development and implementation;
3. Have expert knowledge of the FIFA Laws of the Game and the AYSO National Rules and Regulations;
4. Have knowledge and understanding of widely accepted referee procedures and techniques; and
5. Have demonstrated unswerving commitment to the AYSO philosophy.

### **Supervision Protocols**

While performing as the coordinator of referee instruction, 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 referee administrator; and
3. To maintain the recommended 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 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 coordinator of referee instruction is three years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 coordinator of referee instruction, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the national referee administrator; and
2. AYSO Safe Haven Referee Certification.

### **Activity Locations**

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

1. Regional board meetings;
2. Section staff meetings;
3. Area staff meetings;
4. The annual section meeting;
5. Assigned field locations;
6. Assigned classroom locations; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## **FIFA Law Interpreter**

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### **Purpose**

The AYSO volunteer position of FIFA Law Interpreter is intended to keep the AYSO national referee administrator, referee technical committee, and coordinator of referee services informed on all matters pertaining to the FIFA Laws of the Game and AYSO rules and regulations.

The FIFA Law Interpreter is appointed for an initial three-year term of office by the AYSO national referee administrator (NRA). Once completed, the initial three-year term may be opened for application, or extended, on an annual basis, at the discretion of the NRA. When the position becomes vacant, for any reason, it shall be opened for applications for another initial three-year term of office.

All appointments are subject to the approval of the AYSO National Board of Directors and the Executive Director. The term of office shall begin on the first day of July each year.

### **Specific Duties and Responsibilities**

The FIFA Law Interpreter is expected to:

1. Act as the liaison to USSF, FIFA, and international law experts;
2. Provide interpretation for AYSO on the FIFA laws of the Game and the AYSO national rules and regulations;
3. Provide historical context and perspectives on matters relating to AYSO, its rules and regulations, and the FIFA Laws of the Game;
4. Assist the AYSO national referee administrator, and other members of the national referee technical committee, and the coordinator of referee services in the interpretation and appropriate application of the FIFA Laws of the Game for AYSO referees and as liaison to USSF, FIFA, and international law experts;
5. Remain current of official FIFA and USSF publications;
6. Be the official correspondent to FIFA and USSF on matters pertaining to the Laws of the Game;

7. Consult with national and international experts on the Laws of the Game to strive for uniformity of interpretation;
8. Act as editor for the AYSO edition of the FIFA Laws of the Game;
9. Edit official AYSO handouts on the Laws of the Game; and
10. Complete other tasks which might be assigned by the NRA or by the National Executive Director.

### **Qualifications and Desired Skills**

To be considered for the position of FIFA Law Interpreter, the applicant should:

1. Have experience as a Grade 4 referee instructor or higher;
2. Demonstrated competency in referee experience and training at an advanced level;
3. Have demonstrated competency in testing and evaluation;
4. Have demonstrated competency in referee and referee instructor training;
5. Have demonstrated competency in the FIFA Laws of the Game and the AYSO national rules and regulations;
6. Have knowledge and understanding of widely accepted referee procedures and techniques; and
7. Have demonstrated an unswerving commitment to the AYSO philosophy.

### **Supervision Protocols**

While performing as the FIFA Law Interpreter, 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 referee administrator; and
3. To maintain the recommended 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 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 FIFA Law Interpreter is three years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 FIFA Law Interpreter, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the national referee administrator; and
2. AYSO Safe Haven Certification.

### **Activity Locations**

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

1. Regional board meetings;
2. Section staff meetings;
3. Area staff meetings;
4. The annual section meetings;
5. Assigned field locations;
6. Assigned classroom locations; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## National Referee Administrator

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### Purpose

The AYSO volunteer position of national referee administrator (NRA), in consultation with AYSO education and the coordinator of referee services, is intended to be responsible to the AYSO National Board of Directors (NBOD) and the Executive Director for the administration and implementation of the AYSO National Referee Program (NRP).

The position of national referee administrator is appointed for an initial three-year term of office by the AYSO NBOD. Prior to the expiration of the three-year term, the position will be opened for application and, in the case of the incumbent, re-application if he or she desires another term. The term of office shall begin on the first day of July each year.

The NRA is an executive member of the organization and as such is entitled to one vote at the National Annual General Meeting (NAGM) on behalf of the National Referee Program.

### Specific Duties and Responsibilities

The national referee administrator is expected to:

1. Coordinate the activities and receive recommendations regarding program administration and implementation from the AYSO National Referee Technical Committee (NRTC). The NRTC consists of coordinators of referee instruction, referee certification, referee assessment, special referee projects, the AYSO FIFA law interpreter, and others as determined by the NBOD and the Executive Director;
2. Cooperate with and assist the AYSO education department and the coordinator of referee services in the development, maintenance, and implementation of the AYSO National Referee Program with special emphasis on the following:
  - Referee, referee mentor, and referee assessor programs;
  - Referee, assistant referee, youth referee, referee mentor, and referee assessor training, certification, and continuing education;
  - Monitoring and feedback of referee programs at regional, area, section, and national levels;
  - The maintenance and updating of referee publications;
  - Liaison with USSF, FIFA, and international law experts;

- Interpretation for AYSO of the FIFA Laws of the Game and the AYSO National Rules and Regulations;
- Maintaining a historical perspective on matters relating to AYSO, its Rules and Regulations, and the FIFA Laws of the Game;
- Attendance or representation at the NAGM;
- Attendance or representation at section meetings;
- Cooperation, as needed, with all NSTC staff in the performance of their duties; and
- Any other duties as directed by the National Executive Director.

### **Qualifications and Desired Skills**

To be considered for the position of national referee administrator, the applicant should:

1. Have experience as a referee administrator in AYSO at the area, section, or national level;
2. Demonstrate administrative ability in program planning, implementation, and management;
3. Be a National 2 Referee or higher badge level;
4. Be a Grade 4 Referee or higher referee instructor level;
5. Have extensive knowledge of soccer officiating as practiced in AYSO, of the FIFA Laws of the Game and the AYSO National Rules and Regulations, and of widely accepted referee procedures; and
6. Demonstrate an unswerving commitment to the AYSO philosophy.

### **Supervision Protocols**

While performing as the national referee 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 NBOD; and
3. To maintain the recommended 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 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 national referee administrator is three years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 coordinator of referee assessment, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the NBOD; and
2. AYSO Safe Haven Referee Certification.

### **Activity Locations**

While performing the duties of national referee administrator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Executive Director to hold activities in another location.

1. Regional board meetings;
2. Section staff meetings;
3. Area staff meetings;
4. The annual section meeting;
5. Assigned field locations;
6. Assigned classroom locations; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## National Referee Commission Chairman

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### Purpose

The National Referee Commission Chairman works closely with the National Referee Administrator (NRA) to ensure the National Referee Commission (NRC) is responsive to the needs of AYSO referees. The NRC Chairman is the voting representative of the National Referee Commission at the Annual National General Meeting and represents the NRC as needed at meetings of the National Board of Directors.

### Specific Duties and Responsibilities

The National Referee Commission Chairman is expected to perform the following:

1. Serve as Chairman at all meetings of the AYSO National Referee Commission;
2. In conjunction with the National Referee Administrator, provide the AYSO National Board of Directors and the Executive Director with nominees for appointment to a special technical committee of the National Referee Commission of up to six members to serve in staggered three-year terms.
3. Represent the collective needs of AYSO volunteer referees and supporting staff to the National Referee Commission;
4. Cast a vote representative of the wishes of the National Referee Commission on issues presented for vote at the AYSO Annual General Meeting;
5. Represent the National Referee Commission as requested at meetings of the AYSO National Board of Directors;
6. Assist as an instructor at AYSO functions, programs, and events;
7. Cooperate with the AYSO staff in handling day-to-day operations;
8. Attend meetings and planning sessions as scheduled;
9. Keep accurate records;



10. Contribute to the In-Play newsletter, Shorts and Soccer Now Magazine as requested; and
11. Read and correct referee materials.

### **Qualifications and Desired Skills**

To be considered for the position of referee commission chairman, the applicant should:

1. Education:
  - Recommended minimum of a bachelor's degree (or equivalent) in communications, education, liberal arts, management, or equivalent related work experience;
2. Work Experience:
  - Experience working in a professional leadership position;
  - Experience working with volunteers;
  - Experience refereeing youth through at least high school aged soccer players;
3. Skills, Knowledge, and Abilities:
  - Organization, delegating, scheduling, record keeping and detail-oriented skills;
  - Keyboard and basic computer and word processing skills;
  - Writing skills appropriate for publication;
  - Friendliness and a working knowledge of AYSO and the National Referee Program;
  - Referee (AYSO National 2 minimum), instructor and management skills are required.
  - AYSO program knowledge: National Referee Program, Coaching Program, Management Program, Unified Instructor Program, Safe Haven Program and Kid Zone Program
4. Physical:
  - Sitting, standing, walking, bending, and lifting associated with routine office procedures;
  - Use of hands, eyes, arms, voice and hearing associated with conducting meetings and training sessions both indoors and outside;
  - Endurance for occasional work periods in excess of 8 hours days, and extended periods away from home including weekends.
5. Mental:
  - Mental flexibility and thoroughness in demanding and fast-paced environments.
  - Problem solving, self-motivation, dependability, stability and proper discipline under stress.
6. Language:
  - English is required.

## **Supervision Protocols**

While performing as the referee commission chairman, the volunteer is:

1. Subject to the bylaws, rules, regulations, policies, procedures, and guidelines of AYSO;
2. The National Referee Commission Chairman is appointed by the National President;
3. Under the overall authority of and directly supervised by the national president;
4. To maintain the recommended 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 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 the Chairman of the National Referee Commission is three years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 Chairman of the National Referee Commission, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Attendance at regularly scheduled events such as nation referee commission meetings spring and fall workshops, National Annual General Meeting and sections meetings;
2. Compliance with decisions of the AYSO National Board of Directors and the decisions of the membership at the National Annual General Meeting;
3. Completion of assigned tasks within a specified time as written or communicated orally;
4. Execution of duties and responsibilities in a manner consistent with the vision and mission AYSO and the national referee program;
5. Submission of written reports, timely completion of assigned task, faithful execution of duties and responsibilities, and periodic oral or written reviews by the AYSO National President

## **Activity Locations**

While performing the duties of Chairman of the National Referee Commission, the volunteer is limited to the following locations, unless expressly authorized to hold activities in another location.

1. National Support and Training Center in Hawthorne, California;
2. Regular scheduled AYSO national events including commission meetings, section meetings, national annual general meeting, spring and fall workshops.
3. Professional meetings, vender shows and similar venues to represent AYSO;
4. Various referee events as scheduled such as Supercamps, Advantage and other such referee training activities.
5. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



## Coordinator of Special Projects

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### Purpose

The AYSO volunteer position of coordinator of special projects is intended to recommend and monitor the development of special projects within the National Referee Program.

The coordinator of special projects is appointed for an initial three-year term of office by the AYSO national referee administrator (NRA). Once completed, the initial three-year term may be opened for application, or extended, on an annual basis, at the discretion of the NRA. When the position becomes vacant, for any reason, it shall be opened for applications for another initial three-year term of office.

All appointments are subject to the approval of the AYSO National Board of Directors and the Executive Director. The term of office shall begin on the first day of July each year.

### Specific Duties and Responsibilities

The coordinator of special projects is expected to:

1. Monitor the development of referee programs involving the use of computer technology;
2. Monitor the content and accuracy of materials included in the referee pages of the AYSO National web site;
3. Monitor the content and accuracy of materials included in the AYSO PRO web site;
4. Act as a liaison with the chairpersons or serve as the chairperson of task forces established to investigate special projects;
5. Assist, as necessary, other members of the national referee technical committee in the development of computer related programs; and
6. Complete other tasks that might be assigned by the NRA or by the National Executive Director.

## **Qualifications and Desired Skills**

To be considered for the position of coordinator of special projects, the applicant should:

1. Have demonstrated administrative ability in program planning, implementation, and management;
2. Have demonstrated ability in computer technology including the digitizing and editing of videotape and the development of new programs;
3. Be a Section Referee or higher badge level;
4. Be an AYSO Grade 4 or higher referee instructor level;
5. Be proficient in communication and in recognizing interpersonal skills; and
6. Have demonstrated unswerving commitment to the AYSO philosophy.

## **Supervision Protocols**

While performing as the coordinator of special projects, 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 referee administrator; and
3. To maintain the recommended 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 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 coordinator of special projects is three years. The estimated hours to fulfill duties by month shall be filled in by the person giving the orientation:

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 coordinator of special projects, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the national referee administrator; and
2. AYSO Safe Haven Referee Certification.

### **Activity Locations**

While performing the duties of coordinator of special projects, the volunteer is limited to the following locations, unless expressly authorized in writing by the national referee administrator to hold activities in another location.

1. Regional board meetings;
2. Section staff meetings;
3. Area staff meetings;
4. The annual section meetings;
5. Assigned field locations;
6. Assigned classroom locations; and
7. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.



American Youth Soccer Organization



# **College Athletic Program (CAP)**

## **Volunteer/Paid Seasonal Positions**



## College Athlete Program Assistant Director

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### Job Goal

The goal of this position is to help each participating student/athlete increase their chance for success as a collegiate scholar/athlete, including an appreciation for the values of discipline, sporting behavior, leadership, and self-esteem.

### Primary Function

The primary function of this position is to assist the CAP Center director in all aspects of conducting the CAP Center in preparation for assuming the position of CAP Center director at later CAP Centers.

### Accountability

The AYSO Director of Programs hires the CAP Center Assistant director (with ratification by the Executive Director). On site at the CAP Center, the CAP Center assistant director will be under the immediate direction of the CAP Center director.

### Authority

The authority of this position will be as outlined in the pre-CAP Center staff orientation.

### Qualifications

1. Familiar with AYSO mission and philosophy;
2. Familiar with the college athlete program;
3. Experience as a CAP ambassador for CAP auditions;
4. Professional or volunteer management experience; and
5. Geographic proximity to one CAP site preferred but not required.



## **Performance Responsibilities**

1. Observe and learn CAP Center operational features;
2. Observe and learn all CAP Center staff responsibilities;
3. Observe and learn hosting facility requirements and procedures associated with conducting the CAP Center;
4. Develop an good personal relationship with key hosting facility staff;
5. Attend staff meetings and serve on staff committees as required; and
6. Inform the CAP Center director immediately of any condition or circumstance which endangers participants or detracts from the overall success and completion of the objectives of the CAP Center.

## **Terms of Employment**

This is a seasonal, full time, independent contractor position. The term of the contract will be for the duration of the one week CAP Center which will begin noon on Saturday and conclude at noon the following Friday. The position requires remaining on site and available, including during free time. Exemplary behavior and abstinence from the consumption of alcohol and tobacco products is required for the entire week.

## **Working Conditions**

The working conditions include the normal conditions associated with college campuses. The working environment will include classrooms, gymnasiums, soccer fields, dining halls, dormitories, and other common college campus surroundings. Air-conditioned environments may not be available and shared restroom facilities are to be expected. This position requires availability any time day or night as required.

## **Evaluation**

The CAP Center director evaluates the performance of this job following the conclusion of the CAP Center.

## **Compensation**

The compensation for this position per one-week CAP Center will be commensurate with experience. All travel board and room expenses associated with working a CAP Center will be assumed by AYSO. All necessary equipment will be supplied by AYSO.



## College Athlete Program Coach

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### Job Goal

The goal of this position is to help each participating student/athlete increase their chance for success as a collegiate scholar/athlete, including an appreciation for the values of discipline, sporting behavior, leadership, and self-esteem.

### Primary Function

The primary function of this position is to help each participating student/athlete achieve a higher level of soccer skill, tactical understanding, and appreciation for the level of commitment needed to succeed as a collegiate student/athlete.

### Accountability

The AYSO Director of Programs hires the CAP coach (with ratification by the Executive Director). On site during the CAP Center, the CAP Center coaches will be under the immediate direction of the CAP Center head coach and ultimately the CAP Center Director.

### Authority

The authority of this position will be as outlined in the pre-CAP Center staff orientation. This position requires availability anytime day or night as required.

### Qualifications

1. Familiar with AYSO mission and philosophy;
2. Experience coaching high school age soccer players;
3. Familiar with the AYSO coaching program and coaching methodology;
4. Trained AYSO coach instructor, advanced coach, or equivalent;
5. Geographic proximity to one CAP site preferred but not required;
6. Experience coaching at residential soccer camps;

7. Soccer skills suitable to effectively demonstrate the skills being taught; and
8. Classroom teaching skills to teach the objectives of soccer including tactics and principles of play.

### **Performance Responsibilities**

1. Coach CAP Center participants in the skills, tactics, and conditioning as outlined in the CAP Center Curriculum guide;
2. Evaluate participants using standards established by the college athlete program;
3. Provide participants with a written performance evaluation at the conclusion of the CAP Center following standards established by the college athlete program;
4. Enforce discipline and sporting behavior at all times;
5. Oversee the safety conditions of the facility or areas in which activities are conducted at all times participants are present;
6. Attend staff meetings and serve on staff committees as required; and
7. Inform the CAP Center director immediately of any condition or circumstance which endangers participants or detracts from the overall success and completion of the objectives of the CAP Center.

### **Terms of Employment**

This is a seasonal, full time, independent contractor position. The term of the contract will be for the duration of the one week CAP Center which will begin noon on Saturday and conclude at noon the following Friday. The position requires remaining on site and available, including during free time. Exemplary behavior and abstinence from the consumption of alcohol and tobacco products is required for the entire week.

### **Working Conditions**

The working conditions include the normal conditions associated with college campuses. The working environment will include classrooms, gymnasiums, soccer fields, dining halls, dormitories, and other common college campus surroundings. Air-conditioned environments may not be available and shared restroom facilities are to be expected. This position requires availability any time day or night as required.

**Evaluation**

The CAP Center director and the CAP Center head coach will evaluate the performance of this job following the conclusion of the CAP Center.

**Compensation**

The compensation for this position per one-week CAP Center is commensurate with experience. All travel board and room expenses associated with working a CAP Center will be assumed by AYSO. Coach's gear and all necessary equipment will be supplied by AYSO.



## College Athlete Program Counselor

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### **Job Goal**

The goal of this position is to help each participating student/athlete increase their chance for success as a collegiate scholar/athlete, including an appreciation for the values of discipline, sporting behavior, leadership, and self-esteem.

### **Primary Function**

The primary function of this position is to monitor campers during free time activities to insure camper well being and to provide additional same sex supervision in the dormitories and during classroom and field sessions.

### **Accountability**

CAP counselors will be under the immediate direction of the CAP Center director.

### **Authority**

The authority of this position will be as outlined in the pre-CAP Center staff orientation.

### **Qualifications**

1. Ability to work effectively with high school age soccer players;
2. Understanding of the college athlete program and the AYSO philosophy;
3. Minimum age 21;
4. Geographic proximity to one CAP site preferred but not required; and
5. Willingness and ability to associate closely with teenagers 24 hours a day for a week including staying in the same sex dormitory.

## **Performance Responsibilities**

1. Be familiar with the CAP Center mission and rules of behavior for the week;
2. Monitor dormitory, dining hall, classroom and field sessions to ensure participants safety and compliance with CAP Center Procedures and rules;
3. Participate in classroom or other activities as assigned;
4. Attend staff meetings and serve on staff committees as required; and
5. Inform the CAP Center director immediately of any condition or circumstance which endangers participants or detracts from the overall success and completion of the objectives of the CAP Center.

## **Terms of Volunteer Commitment**

This is a seasonal, full time, independent contractor position. The term of the contract will be for the duration of the one week CAP Center which will begin noon on Saturday and conclude at noon the following Friday. The position requires remaining on site and available, including during free time. Exemplary behavior and abstinence from the consumption of alcohol and tobacco products is required for the entire week.

## **Working Conditions**

The working conditions include the normal conditions associated with college campuses. The working environment will include classrooms, gymnasiums, soccer fields, dining halls, dormitories, and other common college campus surroundings. Air-conditioned environments may not be available and shared restroom facilities are to be expected. This position requires availability any time day or night as required.

## **Evaluation**

The CAP Center director evaluates the performance of this job following the conclusion of the CAP Center.

## **Compensation**

This is a volunteer position. No financial compensation is offered. All board and room expenses associated with working a CAP Center will be assumed by AYSO. All necessary equipment will be supplied by AYSO including CAP Center shirts.



## College Athlete Program Instructor

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### Job Goal

The goal of this position is to help each participating student/athlete increase their chance for success as a collegiate scholar/athlete, including an appreciation for the values of discipline, sporting behavior, leadership, and self-esteem.

### Primary Function

The primary function of this position is to conduct classroom sessions for CAP Center participants to help students learn the subject matter as outlined in the CAP Center curriculum in the areas of academics, wellness, and life choices.

### Accountability

The AYSO Director of Programs hires the CAP instructor (with ratification by the Executive Director). On site during the CAP Center, CAP Center instructors will be under the immediate direction of the CAP Center director.

### Authority

The authority of this position will be as outlined in the pre-CAP Center staff orientation.

### Qualifications

1. Experience teaching high school age students;
2. Familiar with the AYSO mission and philosophy;
3. Expertise in one or more of the CAP Center curriculum tracks – academics, wellness, and life choices; and
4. Geographic proximity to one CAP site preferred but not required.

## **Performance Responsibilities**

1. Meet and instruct assigned classes in the locations and at the times designated;
2. Create a classroom environment that is conducive to learning and appropriate to the maturity and interests of the students;
3. Prepare for classes assigned, following the CAP Center curriculum;
4. Encourage students to set and maintain standards of classroom behavior;
5. Guide the learning process toward the achievement of program goals and, in harmony with these goals, establish clear objectives for all lessons and projects to communicate these objectives to students;
6. Employ a variety of instructional techniques and instructional media, consistent with the physical limitations of the location provided and the needs and CAP abilities of the individuals or student groups involved;
7. Strive to implement by instruction and action the job goals;
8. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities;
9. Attend staff meetings and serve on staff committees as required; and
10. Inform the CAP Center director immediately of any condition or circumstance which endangers participants or detracts from the overall success and completion of the objectives of the CAP Center.

## **Terms of Employment**

This is a seasonal, full time, independent contractor position. The term of the contract will be for the duration of the one week CAP Center which will begin noon on Saturday and conclude at noon the following Friday. The position requires remaining on site and available, including during free time. Exemplary behavior and abstinence from the consumption of alcohol and tobacco products is required for the entire week.

## **Working Conditions**

The working conditions include the normal conditions associated with college campuses. The working environment will include classrooms, gymnasiums, soccer fields, dining halls, dormitories, and other common college campus surroundings. Air-conditioned environments may not be available and shared restroom facilities are to be expected. This position requires availability anytime day or night as required.



**Evaluation**

The CAP Center director will evaluate the performance of this job following the conclusion of the CAP Center.

**Compensation**

The compensation for this position per one-week CAP Center will be commensurate with experience. All travel board and room expenses associated with working a CAP Center will be assumed by AYSO. Instructor gear and all necessary equipment will be supplied by AYSO.



## College Athlete Program Trainer

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### Job Goal

The goal of this position is to provide for the routine medical and first aid needs of the participating student/athletes.

### Primary Function

The primary function of this position is to be the initial contact person providing routine medical treatment as needed for the common sports related problems associated with playing soccer and to provide the CAP Center director with appropriate recommendations when more serious medical problems arise which require further professional medical attention.

### Accountability

The AYSO Director of Programs hires the CAP Center trainer (ratification by the Executive Director). On site during the CAP Center, CAP Center trainers will be under the immediate direction of the CAP Center director.

### Authority

The authority of this position will be as outlined in the pre-CAP Center staff orientation.

### Qualifications

1. Certified in medicine, nursing, athletic trainer, or related field;
2. Experience providing medical support for high school age athletes;
3. Sufficient medical expertise to recognize symptoms indicating the need for further medical evaluation or treatment;
4. Geographic proximity to one CAP site preferred but not required; and
5. Experience working at residential sports camps.

## **Performance Responsibilities**

1. Maintain a first aid station during all CAP Center practice and game sessions;
2. Be accessible for diagnosis and routine medical treatment throughout the week;
3. Attend staff meetings and serve on staff committees as required; and
4. Inform the CAP Center director immediately of any condition or circumstance which endangers participants or detracts from the overall success and completion of the objectives of the CAP Center.

## **Terms of Employment**

This is a seasonal, full time, independent contractor position. The term of the contract will be for the duration of the one week CAP Center which will begin noon on Saturday and conclude at noon the following Friday. The position requires remaining on site and available, including during free time. Exemplary behavior and abstinence from the consumption of alcohol and tobacco products is required for the entire week.

## **Working Conditions**

The working conditions include the normal conditions associated with college campuses. The working environment will include classrooms, gymnasiums, soccer fields, dining halls, dormitories, and other common college campus surroundings. Air-conditioned environments may not be available and shared restroom facilities are to be expected. This position requires availability any time day or night as required.

## **Evaluation**

The CAP Center director will evaluate the performance of this job following the conclusion of the CAP Center.

## **Compensation**

The compensation for this position per one-week CAP Center will be commensurate with experience. All travel board and room expenses associated with working a CAP Center will be assumed by AYSO. Instructor gear and all necessary equipment will be supplied by AYSO.