



Sponsor Coordinator

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 _____ as required.

Qualifications and Desired Skills

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

1. Be organized;
2. Be detail oriented;
3. Represent the ideals and philosophies of AYSO; and
4. Successfully pass a screening, including a background check.

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

- To maintain the recommended adult to child supervision ratio of 1:8 or less; that is one adult for every eight or fewer children and two adults (one of whom may be the 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 which the volunteer is expected to take advantage of and participate in, as appropriate.

- Orientation by the treasurer;
- Board and Staff Introductory Certification (BASIC);
- AYSO Safe Haven Program; and
- Sponsor workshop at the annual Section Conferences.

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.

- Regional board meetings;
- The annual Section Conferences;
- Assigned field locations;
- Assigned classroom locations; and
- Independent work at home alone, in committees of adults, or in a properly supervised situation with children.