



Spring Season Coordinator

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;
3. Be familiar with AYSO National Rules and Regulations; and
4. Successfully pass a screening, including a background check.

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 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 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 which the volunteer is expected to take advantage of and participate in, as appropriate.

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

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 Conferences;

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.