



Team Assignment Coordinator

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 division 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;
2. Be organized; and
3. Successfully pass a screening, including a background check.

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

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

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 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.