



## **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;
4. Have a working knowledge of team balancing procedure; and
5. Successfully pass a screening, including a background check.

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

1. Orientation by the team assignment coordinator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate workshops at the annual Section Conferences.

**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 Conferences;
3. Assigned field and classroom locations; and

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