



## **Team Formation Coordinator**

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### **Purpose**

The AYSO volunteer position of team formation coordinator is intended to organize and run team formation nights

### **Specific Duties and Responsibilities**

The team formation 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 division 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 formation coordinator, the applicant should:

1. Be detail oriented;
2. Be competent with calculator;
3. Be familiar with AYSO team balancing procedure; and
4. Successfully pass a screening, including a background check.

### **Supervision Protocols**

While performing as the team formation 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 formation 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 formation 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. The appropriate workshop at the annual Section Conferences.

**Activity Locations**

While performing the duties of team formation 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.