



Team Representative Coordinator Assistant

Purpose

The AYSO volunteer position of team representative coordinator assistant is intended to take direction from the team representative coordinator who oversees the team representatives. Team representatives are responsible for all non-coaching aspects of their teams.

Specific Duties and Responsibilities

The team representative coordinator assistant is expected to:

1. Attend a meeting run by the team representative coordinator for all team representatives prior to the start of the season to help ensure that the team representatives understand their responsibilities well in advance of the season;
2. Assist the team representative coordinator in updating the registrar on team representative needs throughout the season as late registrations are processed;
3. Help distribute detailed job description and other necessary information (season schedule, important phone numbers, etc.) to individual team representatives before the season begins;
4. Work with the team representative coordinator to ensure that questions and concerns raised by team representatives during the season receive prompt and accurate responses. This job may require considerable telephone time early in the season;
5. Work with other coordinators, division coordinators, and coaches to help solve problems as season proceeds. This may include “coaching” team representatives who have difficulty doing their jobs; and
6. Have responsibility for ongoing communication with and support of at least half of the team representatives.

Qualifications and Desired Skills

To be considered for the position of team representative coordinator assistant, the applicant should:

1. Have strong organization and communication skills;

2. Be detail oriented; and
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the team representative coordinator assistant, 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 representative coordinator, 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 representative coordinator assistant is a full year. The estimated hours to fulfill duties by month shall be filled in by the team representative:

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 representative coordinator assistant, 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 representative;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of team representative coordinator assistant, 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.