



Regional Historian

Purpose

The AYSO volunteer position of regional historian is intended to build a file system and archive copies of all regional documentation.

Specific Duties and Responsibilities

The regional historian is expected to:

1. Develop a filing system for storing documentation;
2. Develop, communicate, and manage a process for collecting copies of all regional documentation from key commissioners and coordinators;
3. Collect and file documents; and
4. Regularly produce an index of the documentation file.

Qualifications and Desired Skills

To be considered for the position of regional historian, the applicant should:

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

Supervision Protocols

While performing as the regional historian, 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 secretary, 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 regional historian is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional secretary:

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 regional historian, 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 secretary;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of regional historian, 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.