



Area/Section Coordinator

Purpose

The AYSO volunteer position of Area/Section Coordinator is intended to report to the Area Director and is responsible for all Area/Section liaisons.

Specific Duties and Responsibilities

The Area/Section Coordinator expected to:

1. Attend all area meetings (every month);
2. Attend Section Conferences;
3. Maintain files on area/section issues, such as tournament rules, clinic schedules, etc.; and
4. Make soccer coordination calls.

Qualifications and Desired Skills

To be considered for the position of Area/Section Coordinator, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as a Area/Section Coordinator by the Region;
4. Be dependable, detailed oriented;
5. Be organized and work well with others.

Supervision Protocols

While performing as the Area/Section 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 Area Director; 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

Time commitment will vary depending on Area/Section size and length of playing season(s). For the typical AYSO Area, the Area/Section Coordinator will devote about 8-10 hours per week during the season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Area/Section Coordinator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Area Director – 1 ½ hours.
2. AYSO's Safe Haven – 2 hours.
3. Appropriate Management workshops.

Activity Locations

While performing the duties of Barbecue Coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.