



Awards Coordinator

Purpose

The AYSO volunteer position of awards coordinator is intended to work with the purchasing coordinator to order, purchase, and distribute region awards as appropriate. Periodically, competitive quotes will be researched.

Specific Duties and Responsibilities

The awards coordinator is expected to:

1. Get competitive quotes;
2. Plan, order, and deliver the opening season tournament awards, coaches' plaques, sponsor plaques, season trophies, end of season tournament medallions, and plaques for the board members;
3. Obtain accurate players' counts, and get lists of sponsors, coaches, teams, and board members, to ensure that the right number of awards are available and that the information on each award is correct; and
4. Ensure trophies are available per the region awards list and schedule.
5. Be responsible for implementation and delivery of a Kids Zone program, in cases where a region has chosen to adopt a Kids Zone program but a volunteer is not specifically assigned to oversee it.

Qualifications and Desired Skills

To be considered for the position of awards coordinator, the applicant should:

1. Have phone skills;
2. Be organized;
3. Work to secure a van or a truck for pick-up and delivery of trophies; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the awards 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 purchasing 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 an awards coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the purchasing 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 awards 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 purchasing coordinator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of awards 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. Section Conferences;
3. Assigned classroom locations;
4. Assigned field locations;
5. Regional sponsored activities; and
6. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.