



## **Practice Fields Coordinator**

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### **Purpose**

The AYSO volunteer position of practice fields coordinator is intended to arrange and manage the necessities for coordinating practice fields for the region.

### **Specific Duties and Responsibilities**

The practice fields coordinator is expected to:

1. Obtain the practice fields requirements from the board;
2. Establish contact with appropriate organization to arrange for the use of soccer fields;
3. Obtain and complete the forms, obtain checks from treasurer (if applicable), and deliver as appropriate; and
4. Document the entire process including contact names, fee determination, schedule, etc.

### **Qualifications and Desired Skills**

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

1. Be dependable;
2. Be a skillful communicator;
3. Be detail oriented;
4. Be organized, and
5. Successfully pass a screening, including a background check.

### **Supervision Protocols**

While performing as the practice fields 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 safety director, 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 practice fields coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the safety director:

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 practice fields 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 safety director;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

**Activity Locations**

While performing the duties of practice fields 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 and classroom locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.