



## **Team Representative Coordinator**

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### **Purpose**

The AYSO volunteer position of team representative coordinator is intended to oversee the team representatives, who are responsible for all non-coaching aspects of the team.

### **Specific Duties and Responsibilities**

The team representative coordinator is expected to:

1. Schedule and chair a meeting for all team representatives to help ensure that the team representatives understand their responsibilities before the season starts;
2. Develop a complete list of team representatives based on the registrations;
3. Inform the registrar of age groups where additional team representatives are needed;
4. Update the registrar on team representative needs throughout the season;
5. Communicate the detailed job description and other necessary information (season schedule, important phone numbers, etc.) to individual team representatives before the season begins;
6. Update the team representative information packet and distribute the packet (either via mail or at a meeting scheduled for that purpose) to individual team representatives;
7. Ensure that questions and concerns raised by team representatives during the season receive prompt and accurate responses;
8. Coach those team representatives who have difficulty or need more help doing their jobs;  
and
9. Work with other team representative, division coordinators, and coaches to help solve problems as the season proceeds.

## **Qualifications and Desired Skills**

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

1. Have some experience as a team representative;
2. Have strong communication skills in person and over the phone;
3. Be organized;
4. Have administrative abilities; and
5. Successfully pass a screening, including a background check.

## **Supervision Protocols**

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

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, 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 commissioner;

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

### **Activity Locations**

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