



Uniform Coordinator

Purpose

The AYSO volunteer position of uniform coordinator is intended to work with the purchasing coordinator to order, purchase, and distribute team uniforms. The uniform coordinator helps with all aspects of uniforms, as necessary.

Specific Duties and Responsibilities

The uniform coordinator key duties include:

1. Making sure that the correct uniforms (shirts, shorts, socks, etc.) have been ordered per team;
2. Follow up on uniform availability and prepare for their distribution;
3. Assist the purchasing coordinator as needed to insure timely distribution of team uniforms;
4. Organize and run the uniform distribution meeting;
5. Distribute uniforms to coaches at the uniform distribution meeting;
6. Organize and handle the “shorts swap” (wrong size) on opening day;
7. Deal with incorrect orders or mistakes in a timely fashion;
8. Attend the coordinators’ meeting; and
9. Assist equipment coordinator as requested.

Qualifications and Desired Skills

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

1. Have access to a van or a truck for pick-up and delivery;
2. Know how to handle and care for uniforms; and
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the uniform 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 a uniform 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 uniform 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);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

Activity Locations

While performing the duties of uniform 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.