



Division (Age Group) Coordinator

Purpose

The AYSO volunteer position of division coordinator is intended to handle activities and communication within the divisions established by age groups and/or gender.

Specific Duties and Responsibilities

The division coordinator is expected to:

1. Organize and chair team formation night with all coaches and assistant coaches to review evaluations and modify as necessary;
2. Separate players by age and skill levels and form BALANCED teams;
3. Ensure each team has a coach, an assistant coach, a team representative, and a sponsor;
4. Generate complete team rosters (players, coaches, assistant coaches, and sponsor);
5. Ensure uniforms are properly distributed;
6. Schedule divisional games and fields;
7. Collect scores and standing to distribute appropriate plaques and trophies to teams for tournaments and regular season play;
8. Organize and schedule any make-up games if necessary;
9. Ensure all coaches complete player evaluation forms and collect forms by end of regular season;
10. Ensure evaluations fairly reflect demonstrated abilities of players;
11. Turn in player evaluations to regional commissioner; and
12. Serve as a liaison between regional commissioner, coaches, referees and parents regarding any questions, problems, or general information throughout the season.

Qualifications and Desired Skills

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

1. Be responsible;
2. Be able to communicate well with others;
3. Have planning skills;
4. Be trustworthy; and
5. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the division 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 an age group coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the communications 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 division 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);

3. AYSO Safe Haven Program; and
4. Division Coordinator and appropriate Management workshops.

Activity Locations

While performing the duties of age group 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.