



Team Representative

Purpose

The AYSO volunteer position of team representative is intended to be responsible for all non-coaching aspects of the team.

Specific Duties and Responsibilities

The team representative is expected to:

1. Meet with the coach(es) prior to the start of the season to understand coach's needs and expectations;
2. Organize the team kick-off meeting for the parents and players;
3. Distribute team practice and game schedules to all parents and coaches;
4. Contact division coordinator prior to season-opening game if any player or coach needs to change sweatshirt size ordered at registration;
5. Organize the team parent volunteers to help with distributing uniforms and sweatshirts, making phone calls, and planning the end-of-season pizza party;
6. Provide a schedule for parents to bring half-time oranges, water, and ice;
7. Get gifts for coach(es), including plaques for assistant coaches, as agreed among all parents;
8. Make calls two days in advance to remind parents of game day commitment;
9. Work with the coach throughout the season to ensure that all directives and any schedule changes are communicated to all players; and
10. Collect goalkeeper shirts and equipment at the end of the season and turn them in to the appropriate person.

Qualifications and Desired Skills

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

1. Be able to work with others;
2. Have strong organizational skills;
3. Be reliable; and
4. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the team representative, 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 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, 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, 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.