

## **AYSO Region 140 Division Coordinator – Position Description**

### **Purpose**

The AYSO volunteer position of age group coordinator is intended to handle activities and communication within the divisions established by age groups. The Division Coordinator is a **role model** for coaches in his/her division in leadership, behavior, and upholding the tenets and philosophies of AYSO. This page summarizes Specific Duties and Responsibilities adopted by AYSO Region 140 in place of the same section in the attached AYSO position description. Other parts of the AYSO description remain in effect.

### **Specific Duties and Responsibilities**

The age group coordinator is expected to:

1. Assist during team formation and serve as the reviewer for team rosters to ensure that balanced teams are formed with appropriate coaches and assistant coaches. Typically, this involves working with the Registrar and the Coach Administrator to select coaches and assistants first, then attend team formation workshops to evaluate and help create team rosters.
2. Ensure each team has a coach, an assistant coach, a team manager, at least one referee who is or will be certified, and a sponsor;
3. Review complete team rosters generated by the Registrar.
4. Within the first 10 days of the season, visit each coach on the field and verify that the team roster, the players, and the player forms all match and are complete.
5. Organize and schedule any make-up games if necessary, coordinating with the Scheduler and the Referee Administrator as appropriate.
6. Ensure all coaches receive All-Star forms by mid-season and that all coaches complete All-Star evaluation forms in a timely manner.
7. Serve as a liaison between Coach Administrator and coaches regarding any questions problems, or general information throughout the season.
8. Serve as AYSO Officer of the Day – a role required by Carson City Parks and Recreation anytime we are using the facility. Coordinators will serve as Officer of the Day at least one weeknight evening every two weeks and for at least three hours on one or more Saturdays every two weeks.
9. Attend AYSO Board Meetings. These are normally scheduled for the first Thursday of each month, and Saturdays during the day (time to be announced) during the fall season.
10. Call and conduct meetings of coaches in their division as appropriate.



## Age Group (Division) Coordinator

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### Purpose

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

### Specific Duties and Responsibilities



The age group 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 and coaches 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; and
4. Be trustworthy.

### **Supervision Protocols**

While performing as the age group 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 communications 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 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 age group coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

1. Orientation by the regional commissioner;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and

4. Relevant Section Meeting 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 Meetings;
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.