



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. Serve as a liaison between Regional Commissioner and Coaches, Referees and parents regarding any questions, problems, or general information throughout the season;
2. Organize and chair team formation night with all Coaches and Assistant Coaches to review evaluations and modify as necessary;
3. Separate players by age and skill levels and form Balanced Teams;
4. Ensure each team has a Coach, an Assistant Coach and Team Parent/Manager;
5. Generate complete team rosters (players, coaches, assistant coaches);
6. Ensure uniforms are properly distributed;
7. Organize and schedule divisional games, practices, fields and make-up games if necessary;
8. Monitor Coaches and teams to ensure Safe Haven protection guidelines are followed;
9. Collect scores and standing to distribute appropriate plaques and trophies to teams for tournaments and regular season play;
10. Ensure all Coaches complete player evaluation forms and collect forms by end of regular season;
11. Ensure evaluations fairly reflect demonstrated abilities of players; and
12. Turn in player evaluations to Regional Commissioner.

Qualifications and Desired Skills

To be considered for the position of Division Coordinator, the applicant must:

1. Annually submit an AYSO Volunteer Application form;
2. Pass the AYSO screening and background check;
3. Be annually approved and duly appointed as a Division Coordinator by the Region;
4. Have discretion as well as strong communication and organizational skills.

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

Time commitment will vary depending on Region size and length of playing season(s). For the typical AYSO Region, the Division Coordinator will devote about 8-10 hours per week during the season.

Orientation, Training, Certification, and Continued Education Provided

To fully prepare for the position, the Division Coordinator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner – 1 ½ hours.
2. AYSO's Safe Haven – 2 hours.
3. Division Coordinator training – 1 ¼ hours.
4. eAYSO Training.

Activity Locations

While performing the duties of Division Coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the Regional Commissioner to hold or participate in activities in another location.

1. Regularly scheduled and duly approved inside or outside AYSO activities; and
2. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.