



New Player Coordinator

Purpose

The AYSO volunteer position of new player coordinator is intended to organize one or two clinics which give some very basic instructions to new soccer players.

Specific Duties and Responsibilities

The new player coordinator is expected to:

1. Obtain a new players' list from the registrar or the coach administrator and remove the U-6 players from the list;
2. Arrange fields (with the field coordinator) and coaches for new player clinics (2 coaches per 10 players) by getting a list of potential coaches from coach administrator;
3. Update flier and notify new players of clinic dates by mail and telephone two weeks before the clinics;
4. Notify the regional registrar two weeks before the clinics so that registrations can also take place at the clinics;
5. Make telephone reminder calls to new players 3 to 5 days before the clinics;
6. Make a list of confirmed attendees;
7. Phone coaches to confirm attendance;
8. Organize coaches at the field on clinic days 30 minutes before clinics start;
9. Check in new players as they arrive; and
10. Collect all evaluation forms from the coaches and forward them to the coach administrator.

Qualifications and Desired Skills

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

1. Be organized;

2. Be trained and certified as an AYSO coach; and
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the new player 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 coach administrator, 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 new player coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional coach administrator:

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 new player 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 coach administrator;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

Activity Locations

While performing the duties of new player 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.