



AYSO **safe haven**



Policy Handbook Coordinator

Purpose

The AYSO volunteer position of policy handbook coordinator is intended to maintain the master copy of the regional policy handbook and prepare it for production in the following year.

Specific Duties and Responsibilities

The policy handbook coordinator is expected to:

1. Develop, communicate, and manage a process for collecting updates, additions, and corrections to the policy handbook;
2. Maintain the master copy of the policy handbook during the season and produce updates for the board to review and approve; and
3. Produce an updated master policy handbook, make copies, and deliver to registration days for the following season.

Qualifications and Desired Skills

To be considered for the position of policy handbook coordinator, the applicant should:

1. Be proficient in a basic word processing program;
2. Have access to a computer and a printer; and
3. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the policy handbook 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 board secretary, 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 policy handbook coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the board secretary:

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 policy handbook 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 board secretary;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

Activity Locations

While performing the duties of policy handbook 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.