



Tournament/Post Season Play Coordinator

Purpose

The AYSO volunteer position of Tournament/Post Season Play Coordinator is intended to work with the Regional Commissioner and the Regional Board to organize Regional tournaments and other post season play opportunities for Regional players outside the primary regular season program.

Specific Duties and Responsibilities

The Tournament/Post Season Play Coordinator is expected to:

1. Assign duties to the tournament/post season play workers;
2. Compile participating teams registration;
3. Draft and revise rules;
4. Schedule and prepare the fields;
5. Purchase awards and sales items (pins, T-shirts, etc.);
6. Work with snack shack coordinator to provide refreshments;
7. Telephone participating team representatives;
8. Compute and display standings;
9. Announce winners and distribute awards; and
10. Get appropriate authorization for tournament or post season play.

Qualifications and Desired Skills

To be considered for the position of Tournament/Post Season Play 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 Tournament/Post Season Play Coordinator by the Region;
4. Have some past experience in tournament or post season play;
5. Have strong planning, communication and organizational skills;
6. Be comfortable delegating and working with others;
7. Be familiar with AYSO tournament guidelines.

Supervision Protocols

While performing as the Tournament/Post Season Play 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 Tournament/Post Season Play 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 Tournament/Post Season Play Coordinator is expected to participate in the following training, certification and continuing educational opportunities:

1. Orientation by the Regional Commissioner – 1 ½ hours.
2. Orientation by the Regional Coach Administrator.
3. AYSO's Safe Haven – 2 hours.
4. Tournament Talk workshop at the annual Section Meetings.

Activity Locations

While performing the duties of Tournament/Post Season Play 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.