



## **Team Parent Coordinator**

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### **Purpose**

The AYSO volunteer position of team parent coordinator is intended to serve as a liaison between the regional commissioner, regional coach administrator, other regional board and staff members, and the individual team parents.

### **Specific Duties and Responsibilities**

The team parent coordinator is expected to:

1. Distribute information to the coaches, players, and families of players through the individual team parents; and
2. Assist regional board and staff members with the distribution of team and individual photos, fundraising materials, and awards or certificates to the players.

### **Qualifications and Desired Skills**

To be considered for the position of team parent coordinator, the applicant should:

1. Be a good communicator;
2. Be organized;
3. Be dependable; and
4. Successfully pass a screening, including a background check.

### **Supervision Protocols**

While performing as the team parent 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**

The anticipated time commitment for a team parent coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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 team parent 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 commissioner;
2. Board and Staff Introductory Certification (BASIC); and
3. AYSO Safe Haven Program.

### **Activity Locations**

While performing the duties of team parent 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.