



## Division Coordinator

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### 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:

- Serve as a liaison between the coaches, parents and other volunteers of their assigned age division and the Regional Board Members, regarding any questions, problems, or general information throughout the season. Volunteer Division Coordinators **ARE ALLOWED** to be assigned to their registered player's age division, if they request.
- Be the Division Leader by embodying **AYSO's Six Philosophies**-Everyone Plays®, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development.
- Coordinate with the CVPA to ensure volunteers assigned to an age division have completed the AYSO Safe Haven Program and CDC Concussion Training.
- Coordinate with the Regional Coach Administrator to ensure volunteer coaches and assistant coaches assigned to an age division have completed the AYSO Safe Haven Program, CDC Concussion Training and age appropriate coaching certifications.
- Coordinate with the Regional Scheduler regarding game time & locations, need for make-up games and assist with notifying coaches & players of changes.
- Assist, as needed, with the Coaches and the Regional Safety Director to ensure incident reports are completed properly or to address any other safety issues (i.e. Field or Equipment issues, unsafe observations, etc.).
- Ensure all coaches assigned to an age division have completed player evaluation forms and collect the forms by end of regular season. Ensure evaluations fairly reflect

demonstrated abilities of players; turn in player evaluations to the Regional Commissioner or Regional Coach Administrator.

- Participate in pre-season team formation discussions for assigned age divisions. Ensure team rosters are as BALANCED as evenly as possible, based on players by age, skill levels or other special circumstances.
- Must be willing to attend pre-season planning meeting(s), Coach's meeting and Regional Board meeting(s), as needed to ensure assigned division's needs are met.
- Assist with volunteer recruiting, promotion events, and registration events, as needed.

### **Qualifications and Desired Skills**

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

1. Be responsible & trustworthy
2. Must understand and embody **AYSO's Six Philosophies**-Everyone Plays<sup>®</sup>, Balanced Teams, Open Registration, Positive Coaching, Good Sportsmanship and Player Development.
3. Have good planning skills and be able to communicate well with others
4. Has or will complete AYSO Safe Haven Program and CDC Concussion Awareness.
5. Must be able to successfully pass a screening, including a background check.

### **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.

### **Orientation, Training, Certification, and Continued Education Provided**

To prepare a volunteer for the position of division coordinator, AYSO Region 287 will offer all required training to successfully perform the position. Additional AYSO training outside of Region 287 is also available.