



AYSO **safe haven**



Field Coordinator

Purpose

The AYSO volunteer position of field coordinator is intended to be responsible for acquisition and maintenance of all playing fields including practice fields.

Specific Duties and Responsibilities

The field coordinator is expected to:

1. Assist the safety director in ensuring a proper and safe playing environment;
2. Coordinate with the referee and the safety director the correction of any and all hazardous conditions on or near the playing fields, e.g. holes, projection sprinkler heads, welding cracks in the goals, etc.;
3. Arrange field maintenance – mowing, raking, etc. – with the landowner;
4. Organize and supervise the field workers in marking the fields; and
5. Assist the child and volunteer protection advocate in Safe Haven related matters.

Qualifications and Desired Skills

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

1. Have knowledge of properly marking soccer fields;
2. Work well with others;
3. Know how to delegate;
4. Have working knowledge of field and equipment safety; and
5. Successfully pass a screening, including a background check.

Supervision Protocols

While performing as the field 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 safety director, 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 field coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the safety director:

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 field 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 safety director;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Appropriate Management workshops.

Activity Locations

While performing the duties of field 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.