

Division Coordinators for AYSO Region 638 Job Description

The official job description for the AYSO Regional Age Group (Division) Coordinator is available from the AYSO website. This job description is intended to fill out the details of that official AYSO job description as it pertains to serving the Quartz Hill AYSO program. This volunteer position is a one year commitment from February through January.

Purpose:




Division Coordinators handle a variety of activities and communication within the established age group divisions to provide effective administration of a quality regional AYSO soccer program.

Supervision Protocol:






Division Coordinators are appointed and directly supervised by the Regional Coach Administrator (RCA), and approved and supervised indirectly by the Regional Commissioner (RC), although much communication will be directed through the Assistant Regional Coach Administrator and Regional Secretary.

Division Coordinators will interface with all the other Regional Board members as General Board Members, and will act as the primary and direct liaison to the coaches.

GENERAL DUTIES:

-  Be an active role model in exemplifying the AYSO culture and philosophy.
-  Communicate regularly with the coaches in your division and help them with whatever needs they may have: questions, problems, information, etc.
-  Communicate regularly with the RCA and assist with whatever other needs arise.

PRE-SEASON DUTIES:

-  Help out at player registration.
-  Assist the RCA in recruiting coaches and communicating about classes for certification.
-  Assist the Regional Registrar in balancing teams and maintaining rosters as necessary.
-  At Coach Orientation Meetings, distribute to the coaches: team rosters, one player uniform set, field information, equipment, game cards, sponsorship information, etc. Conduct make-up appointments with coaches who did not attend an orientation meeting.
-  Assist the Regional Child Volunteer Protection Advocate (CVPA) in collecting Volunteer Forms from coaches in your division.

- ⚽ Assist the Practice Scheduler in scheduling as necessary.
- ⚽ When coaches drop, call through the roster for a new coach, and notify the RCA and the Regional Registrar.
- ⚽ Sort and distribute player uniforms to the coaches along with any coaching equipment.
- ⚽ Communicate with the Regional Registrar about player drops, immediately.
- ⚽ Distribute game schedules to your coaches as soon as they become available.
- ⚽ Make contact with the coaches in your division about a week prior to the first game of the season and make sure they are ready for the first week of play.
- ⚽ Ensure that each team has an assistant coach and collect information on assistant coaches, such as volunteer forms, and help them in getting Safe Haven certification completed.

DURING SEASON DUTIES:

- ⚽ Monitor the fields for your age level every Saturday (and other days when applicable) with the corresponding age level coordinator for the other gender.
- ⚽ Communicate to your coaches about special activities, such as picture day, field responsibilities, snack bar, award ceremonies, all-star meetings, etc.
- ⚽ Collect Kid Zone signature rosters from each of your coaches for the Safety Director.
- ⚽ Try to intercept calls to the RCA and handle situations as they arise. Feel free to discuss with the RCA (or Assistant RCA) any issues that do arise. Talk with the RCA about any problems of which the RCA should be made aware.
- ⚽ Assist the RCA and the RC (or Assistant RC) in handling sportsmanship and other issues of coaches, players, and parents from your division.

POST-SEASON DUTIES:

- ⚽ Assist with post-season activities for your division, such as award ceremonies and player evaluations.
- ⚽ Continue assisting as needed with post-season and tournament play for teams in your division.
- ⚽ Assist the RCA in conducting the post-season all-star meetings for your division.