



## AYSO Safe Haven Child and Volunteer Protection Training

# Coordinator of Special Events

### **Purpose**

The AYSO volunteer position of coordinator of special events is intended to be responsible for organizing any one of or all special events of the region.

### **Specific Duties and Responsibilities**

The coordinator of special events is expected to:

1. Get approval of the special event by the regional board;
2. Recruit workers to help organize and run the event;
3. Schedule location and time of the event; and
4. Secure equipment and materials needed for the event.

### **Qualifications and Desired Skills**

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

1. Be organized;
2. Know how to delegate; and
3. Be self-motivated.

### **Supervision Protocols**

While performing as the coordinator of special events, 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 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 coordinator of special events is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional commissioner:

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

To prepare a volunteer for the position of coordinator of special events, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

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 coordinator of special events, 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 Meeting;
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.