



## **Newsletter Editor**

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### **Purpose**

The AYSO volunteer position of newsletter editor is intended to be responsible for putting together a regional newsletter.

### **Specific Duties and Responsibilities**

The newsletter editor is expected to:

1. Direct the newsletter research worker to collect information from board and staff members and coordinators;
2. Put the information into a newsletter;
3. Get the final draft to the newsletter distribution worker; and
4. Publish the newsletter 5 to 6 times a year, once before the registration, once or twice during the summer, once or twice during the season, and once at the end of the season.

### **Qualifications and Desired Skills**

To be considered for the position of newsletter editor, the applicant should:

1. Have access to a PC or other tools to produce the newsletter;
2. Be organized;
3. Have basic writing capabilities;
4. Have editing skills; and
5. Be detail oriented.

### **Supervision Protocols**

While performing as the newsletter editor, 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 newsletter editor 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 newsletter editor, 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);
3. AYSO Safe Haven Program; and
4. Appropriate Section Conferences workshop(s).

**Activity Locations**

While performing the duties of newsletter editor, 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.