



## **Sponsor Coordinator**

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### **Purpose**

The AYSO volunteer position of sponsor coordinator is intended to recruit and organize the region's sponsorships. A team sponsor contributes \$\_\_\_\_\_ to financially assist the region. A region sponsor contributes \$\_\_\_\_\_ to financially assist the operation of the entire region and promote AYSO youth soccer opportunities in the community.

### **Specific Duties and Responsibilities**

The sponsor coordinator is expected to:

1. Ensure the accurate and timely communication of sponsors, team assignments, and sponsor names. This information is required for the handbook, team information packet, sweatshirt order, picture day, and sponsor plaques; and
2. Attend registration days in \_\_\_\_\_ and the coordinator's meeting in \_\_\_\_\_ as required.

### **Qualifications and Desired Skills**

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

1. Be organized;
2. Be detail oriented; and
3. Represent the ideals and philosophies of AYSO.

### **Supervision Protocols**

While performing as the sponsor 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 treasurer, and supervised indirectly by the regional commissioner; and

- 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 sponsor coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the treasurer:

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 sponsor coordinator, AYSO will offer the following educational opportunities. It is the duty of the volunteer to attend these sessions.

- Orientation by the treasurer;
- Board and Staff Introductory Certification (BASIC);
- AYSO Safe Haven Program; and
- Sponsor workshop at the annual Section Conferences.

**Activity Locations**

While performing the duties of sponsor coordinator, the volunteer is limited to the following locations, unless expressly authorized in writing by the regional commissioner to hold activities in another location.

- Regional board meetings;
- The annual Section Conferences;
- Assigned field locations;
- Assigned classroom locations; and
- Independent work at home alone, in committees of adults, or in a properly supervised situation with children.