



Equipment Coordinator

Purpose

The AYSO volunteer position of equipment coordinator is intended to manage the region's equipment and supervise the region's equipment workers.

Specific Duties and Responsibilities

The equipment coordinator is expected to:

1. Set up the equipment room prior to the start of the season under the direction of the regional commissioner;
2. Use only AYSO trained clinicians;
3. Follow the age appropriate guidelines as listed in the AYSO Coaching Programs;
4. Contact previous soccer equipment coordinator for camp information;
5. Get publicity material from soccer day camp;
6. Generate sign-up forms and set up booth at registration days;
7. Continue to sign-up players through the late registration process;
8. Arrange fields, participant schedule, and manage payments;
9. Notify players of clinic dates by mail and telephone;
10. Make telephone reminder calls to day camp participants;
11. Check in participants as they arrive;
12. Make arrangements for final payment to soccer day camp;
13. Provide budget, invoices, and financial report to the board and the treasurer;
14. Have proper liability insurance in place; and
15. Arrange schedules and deposit with soccer day camp for following year.

Qualifications and Desired Skills

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

1. Be reliable; and
2. Attend training before the season begins.

Supervision Protocols

While performing as the equipment 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 regional coach administrator, and supervised indirectly 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 equipment coordinator is a full year. The estimated hours to fulfill duties by month shall be filled in by the regional coach administrator:

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

1. Orientation by the regional coach administrator;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. Be screened.

Activity Locations

While performing the duties of equipment 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 Meetings;
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.