



Database Coordinator

Purpose

The AYSO volunteer position of database coordinator is intended to load the previous season's database onto the registration computer prior to registration.

Specific Duties and Responsibilities

The database coordinator is expected to:

1. Oversee the database worker at registration;
2. Ensure the database worker receives the completed registration forms from the treasurer's table and brings up the player information file in the computer database;
3. Be involved in database management for the region; and
4. Update, verify, and add information to a database file, and generate reports and labels.

Qualifications and Desired Skills

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

1. Be able to work on computer;
2. Be organized;
3. Be detailed oriented;
4. Be experienced in database management; and
5. Successfully pass a screening, including a background check.

Supervision Protocols

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

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 database coordinator, AYSO will offer the following educational opportunities which the volunteer is expected to take advantage of and participate in, as appropriate.

1. Orientation by the registrar;
2. Board and Staff Introductory Certification (BASIC);
3. AYSO Safe Haven Program; and
4. eAYSO workshops and updates that may be offered from time to time..

Activity Locations

While performing the duties of database 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. Section Conferences;
3. Assigned field and classroom locations; and
4. Independent work at home alone, in committees of adults, or in a properly supervised situation with children.